

GENERAL INSTRUCTIONS FOR ELECTRONIC APPLICATION PREPARATION

RECEIPT OF AN ELECTRONIC APPLICATION DATA DOWNLOAD

To request a data download send a REQUEST FOR DMLR PERMIT DATA form (DMLR-PT-034info) (available on the DMLR Web Site at [VA DMLR Permitting Forms](#)) e-mail to dmlrpermitting@mme.state.va.us or call John Belcher @ (276) 523-8205 to request the download.

Receipt of a data download should be on a CD, floppy disc or super disc, FTP site or data download email.

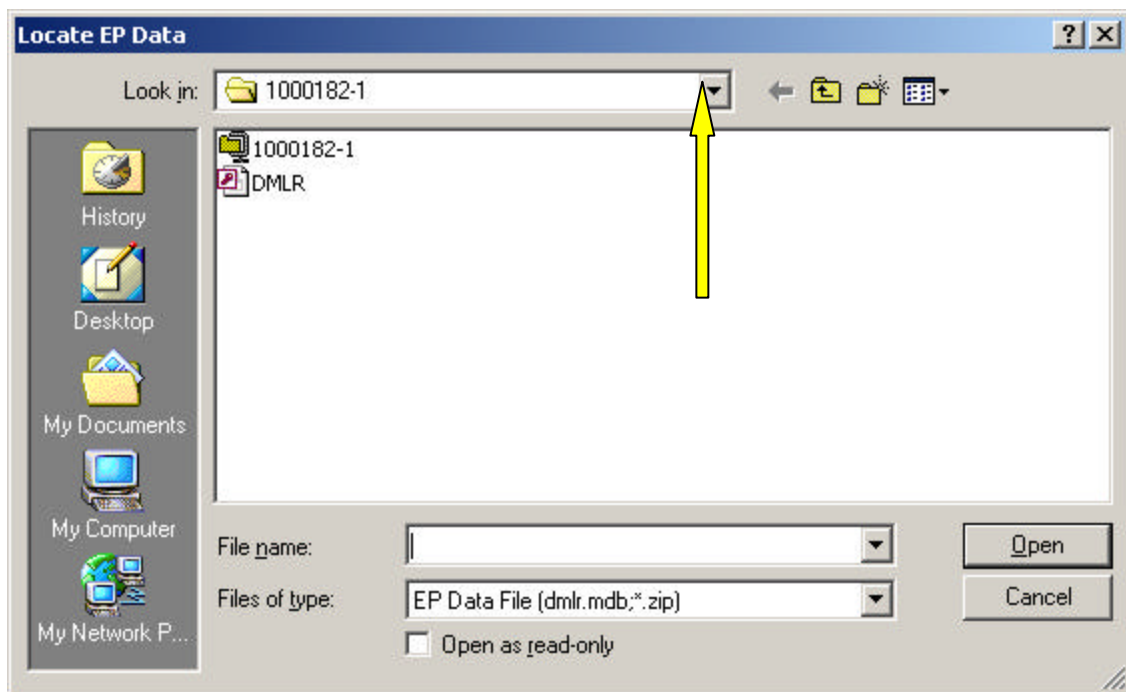
Note:

- If data download is received email or by ftp site, copy the zip file from the email and place in a folder (e.g. C:\EPPermit.1000145-1).

To begin:



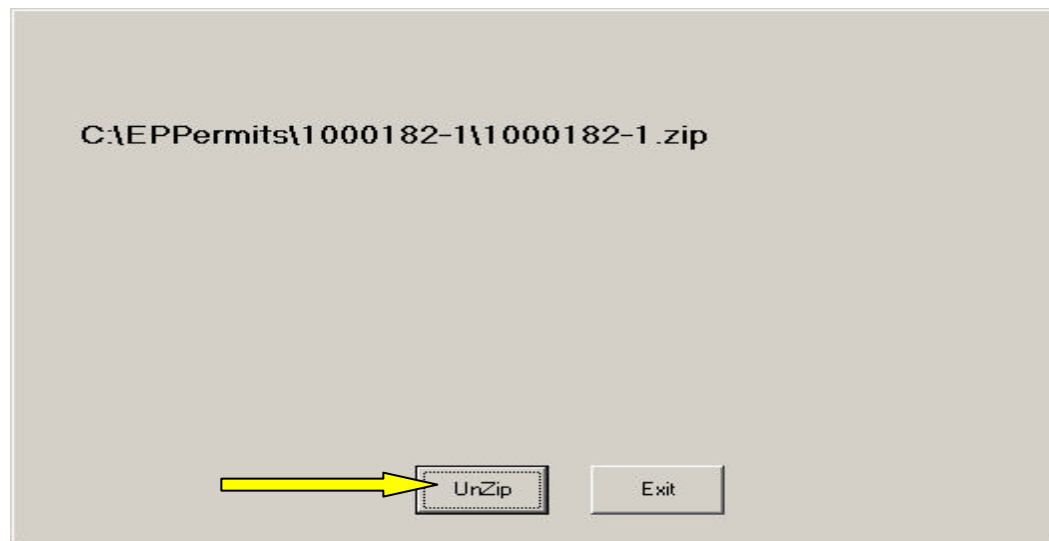
- Double click the EP DMLR Application.Ink
- A screen will appear with Locate EP Data in the upper left corner



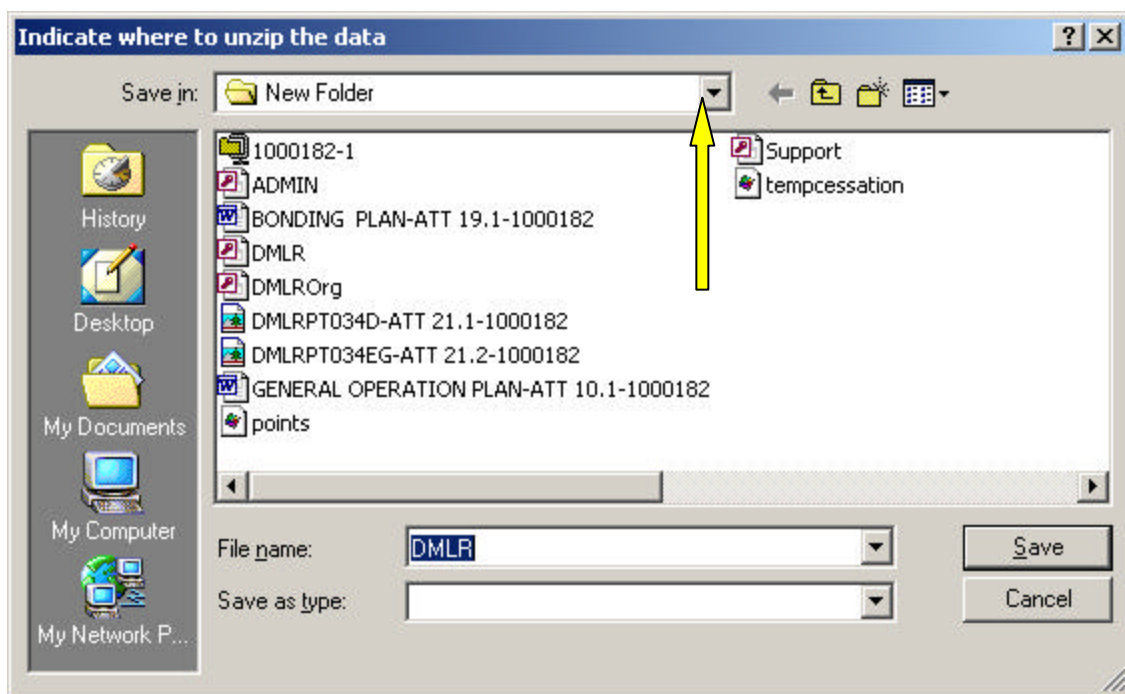
- Use the down arrow to locate and open the drive the application is supplied on [CD rom , 3 ½ Floppy or the file you created (e.g. C:\EPPermit.1000145-1)]
- Go to file with assigned application number (e.g. 1000145-1)

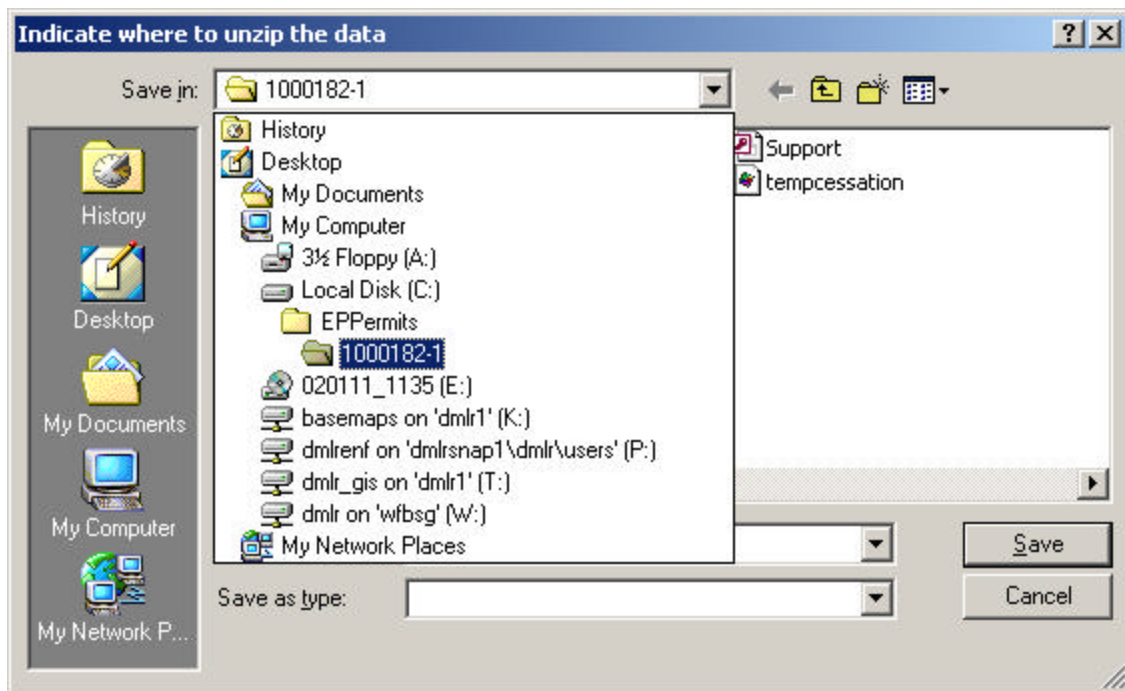


- Open File by double clicking the zipped icon 1000151-1.zip
- Click the **UNZIP** button.

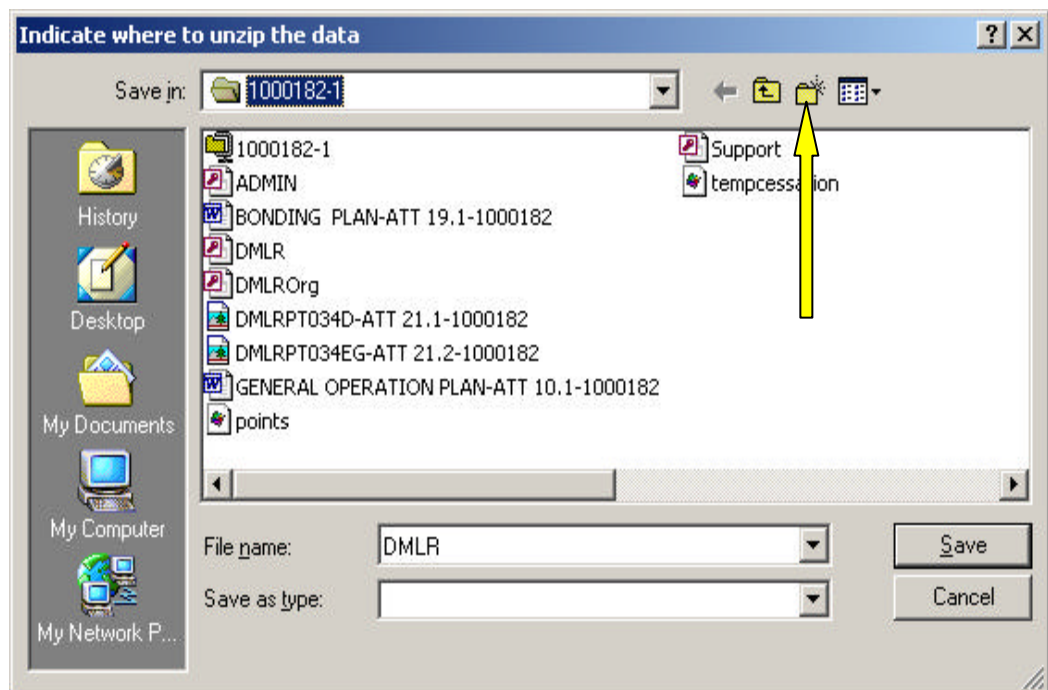


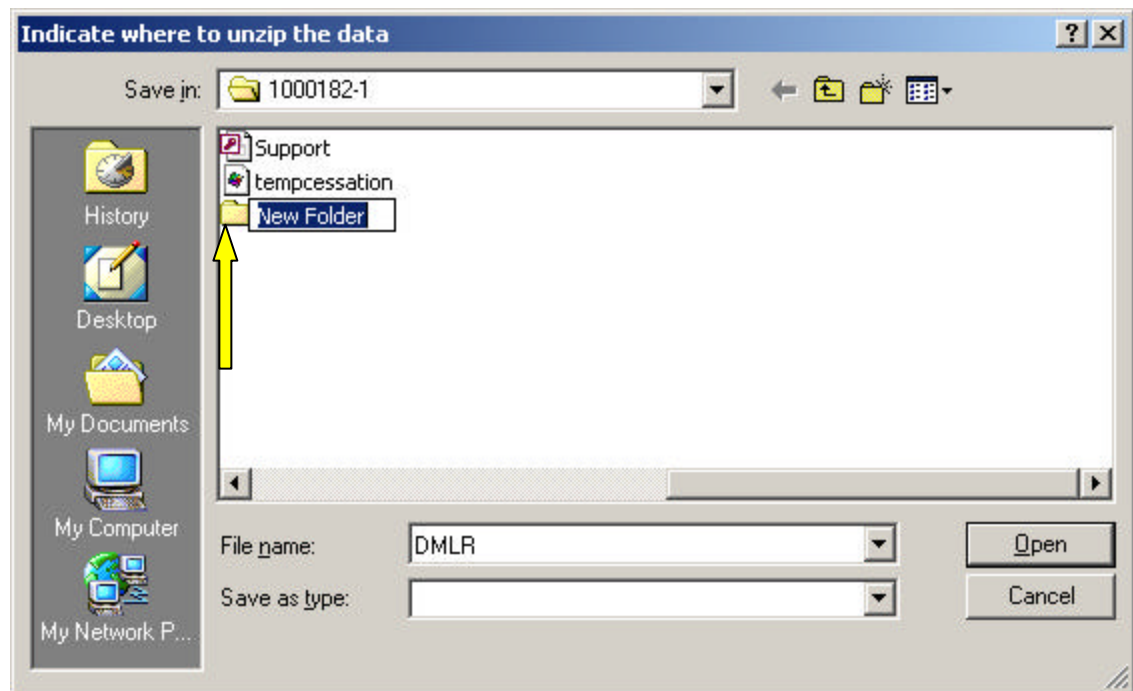
- A screen will appear Indicate Where To Unzip The Data in the upper left hand corner.



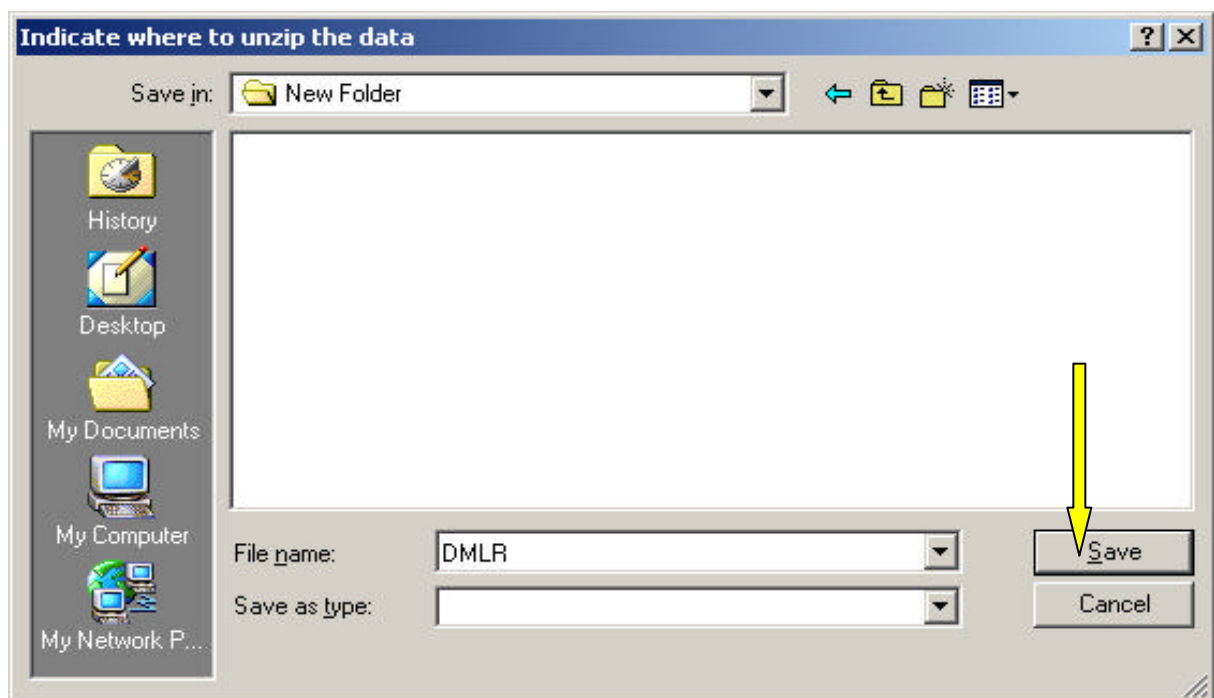


- Using the drop down menu go to the file location you wish to open the application in (e.g. Local Disc (C:)\EPPermit).
- You should create a subfolder under the EPPermit folder, using the application number.
HOW TO CREATE A FOLDER: Click on the folder that is located in the upper right hand corner of the screen that has an asterisk on the corner. When the folder appears in will say new folder...change the name to the application number.

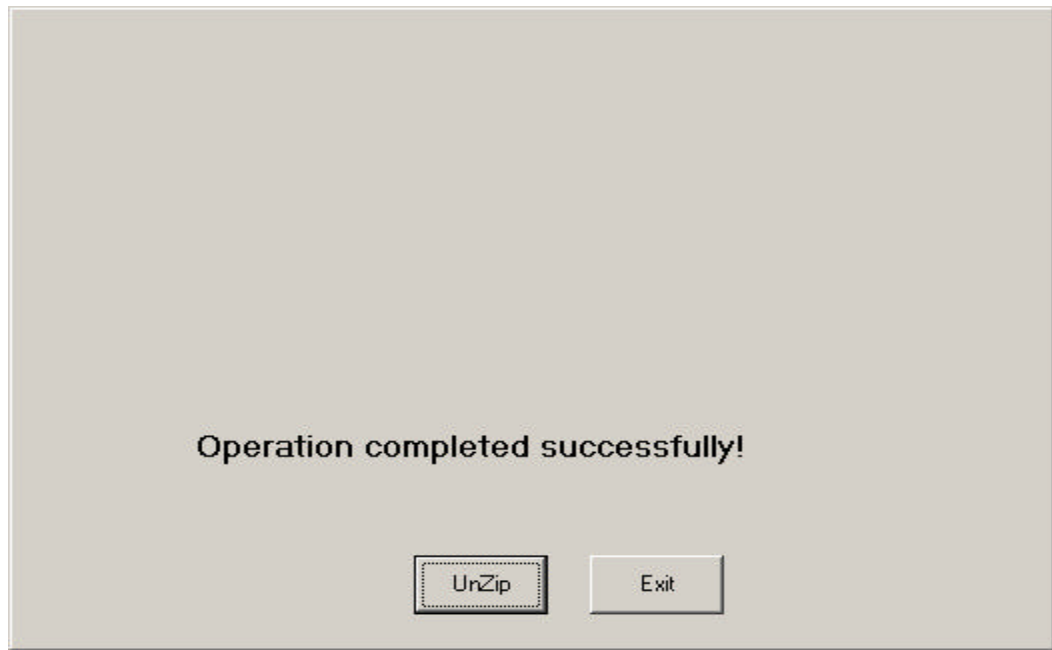




- Double click the folder you created...and click SAVE.

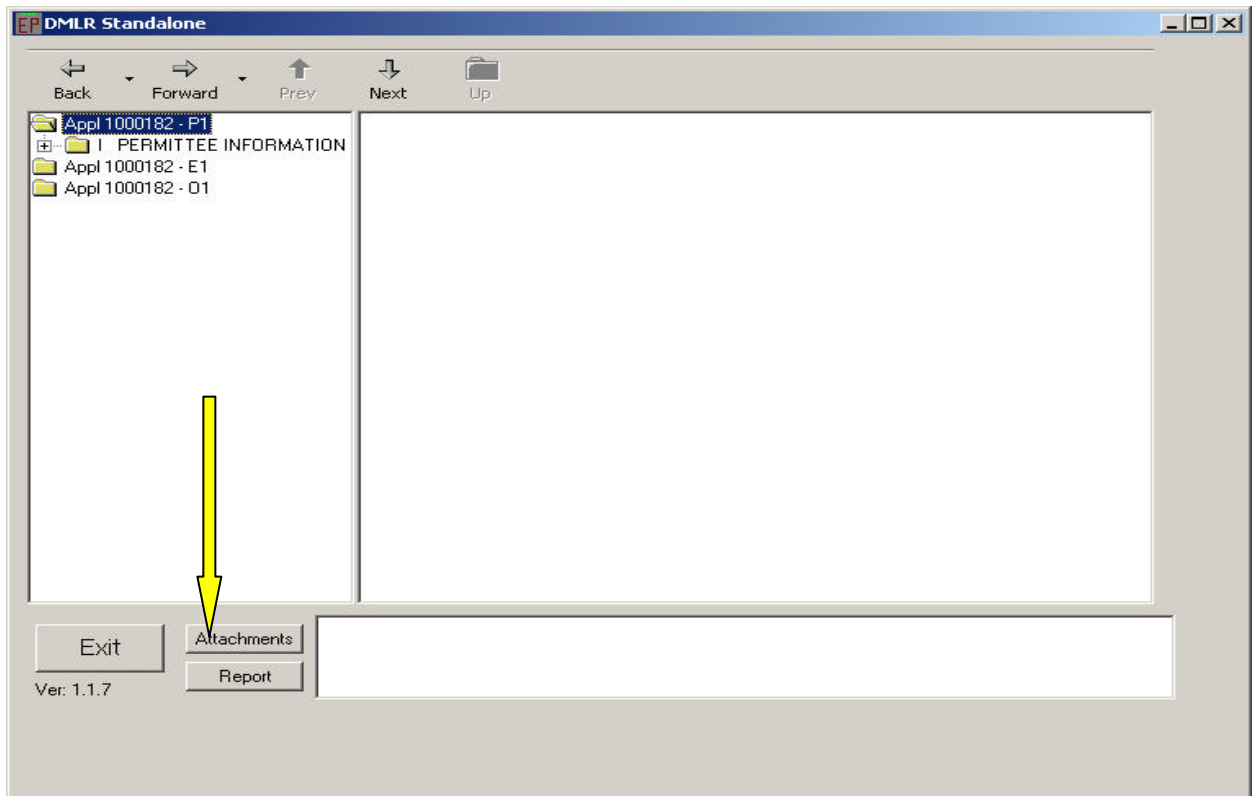


- You should receive a message “Operation Completed Successfully”

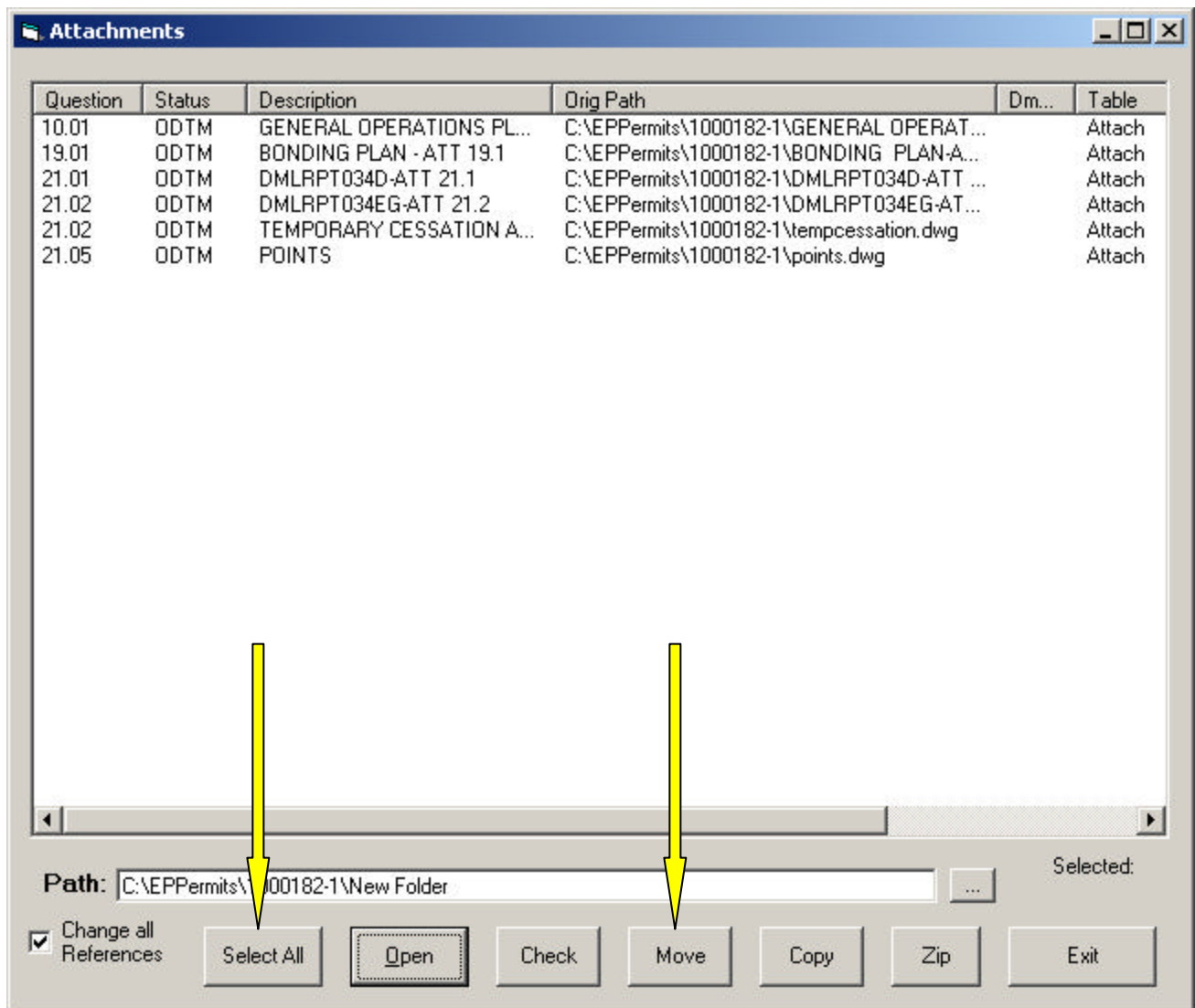


- **EXIT**

- When EP program opens go to bottom left of screen click **ATTACHMENTS**



If attachments exist follow directions below. This will also apply on further reviews (TR-2, etc.)
If attachments do not exist then exit and proceed.

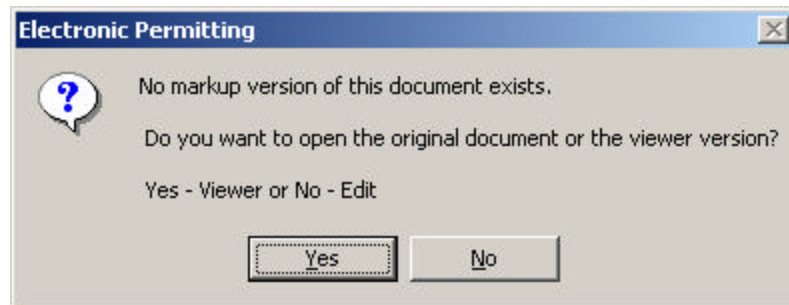
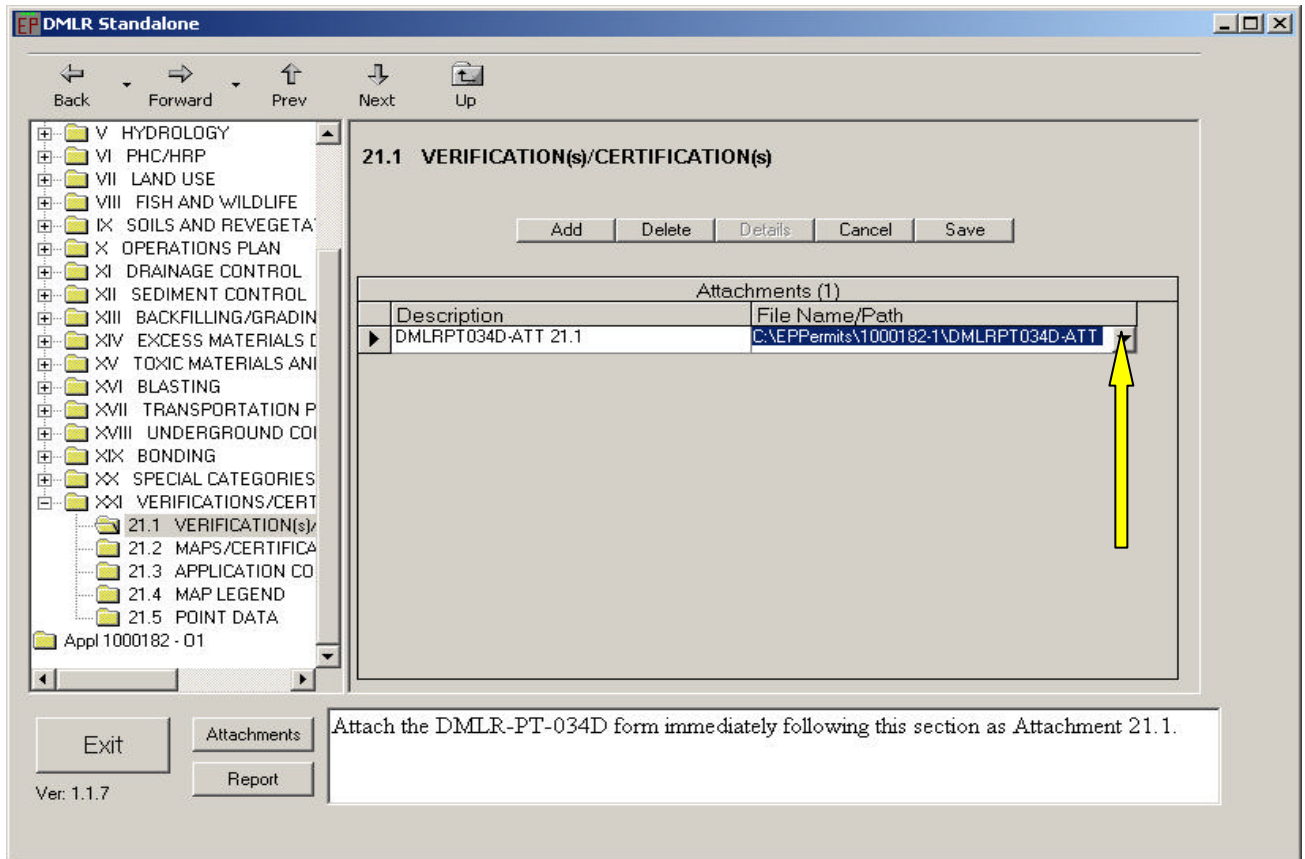


- Check the box ☐ Change all references
- Click the **SELECT ALL** button
- Click the **MOVE** button
- Under the status bar all items should show **ODTM**, with all letters capitalized and/or check the file path changed to match where your folder exists (example C:\EPPermits.1100033.name of document)

EXIT and you should now be ready to begin work on the appropriate portion of the application.

HOW TO REVIEW ATTACHMENTS

To review attachments click inside the box that has the file path, click the down arrow, a dialog box will appear, click YES to view.

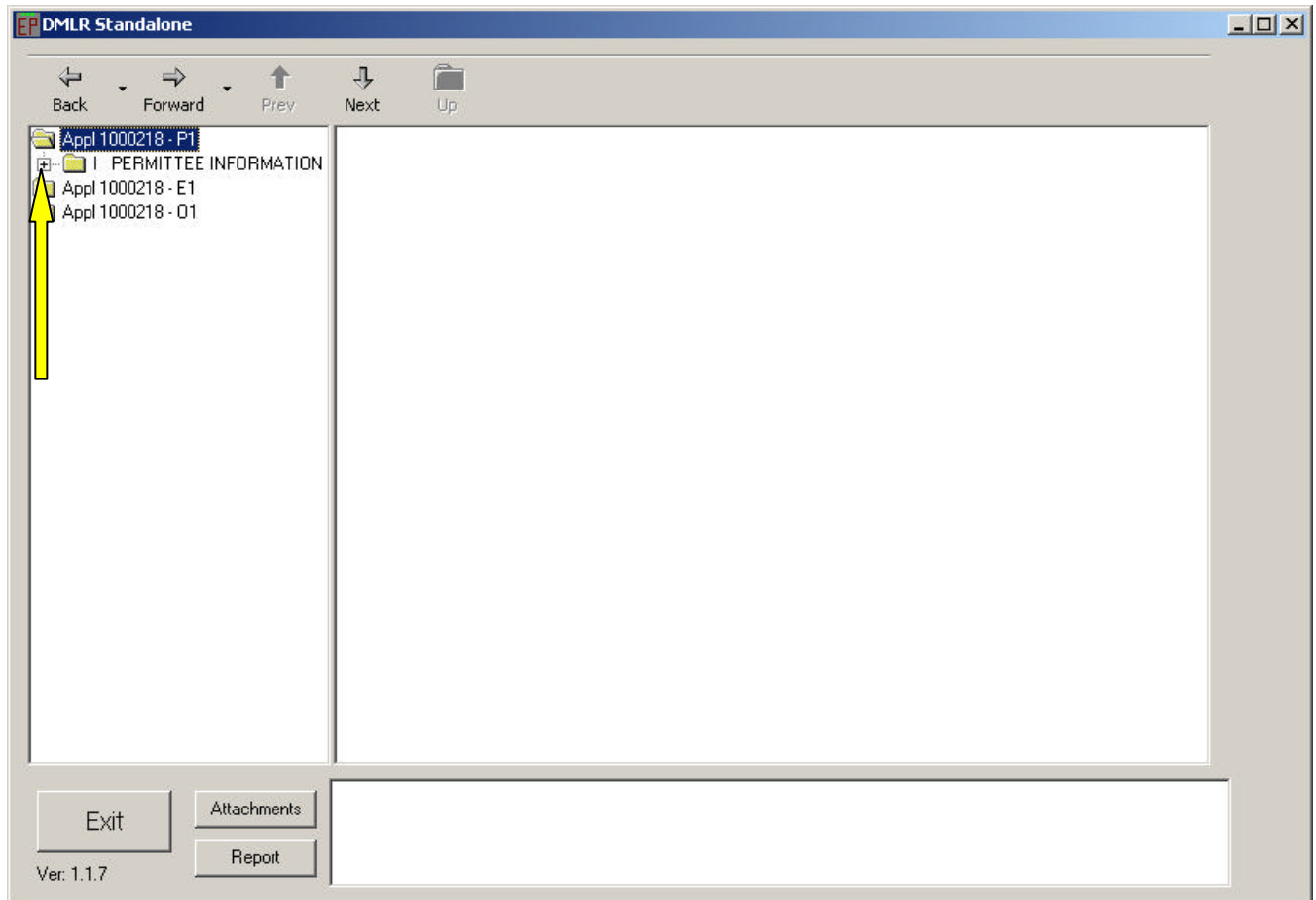


YES will take you to the viewer version of the document and/or map

NO will take you to the original version of the document (word or wordperfect).

NOTE: Corrections can be made to documents by choosing NO, going to the original document, make needed changes and save the document while still in the EP program.

The following screen begins the total EP application form.



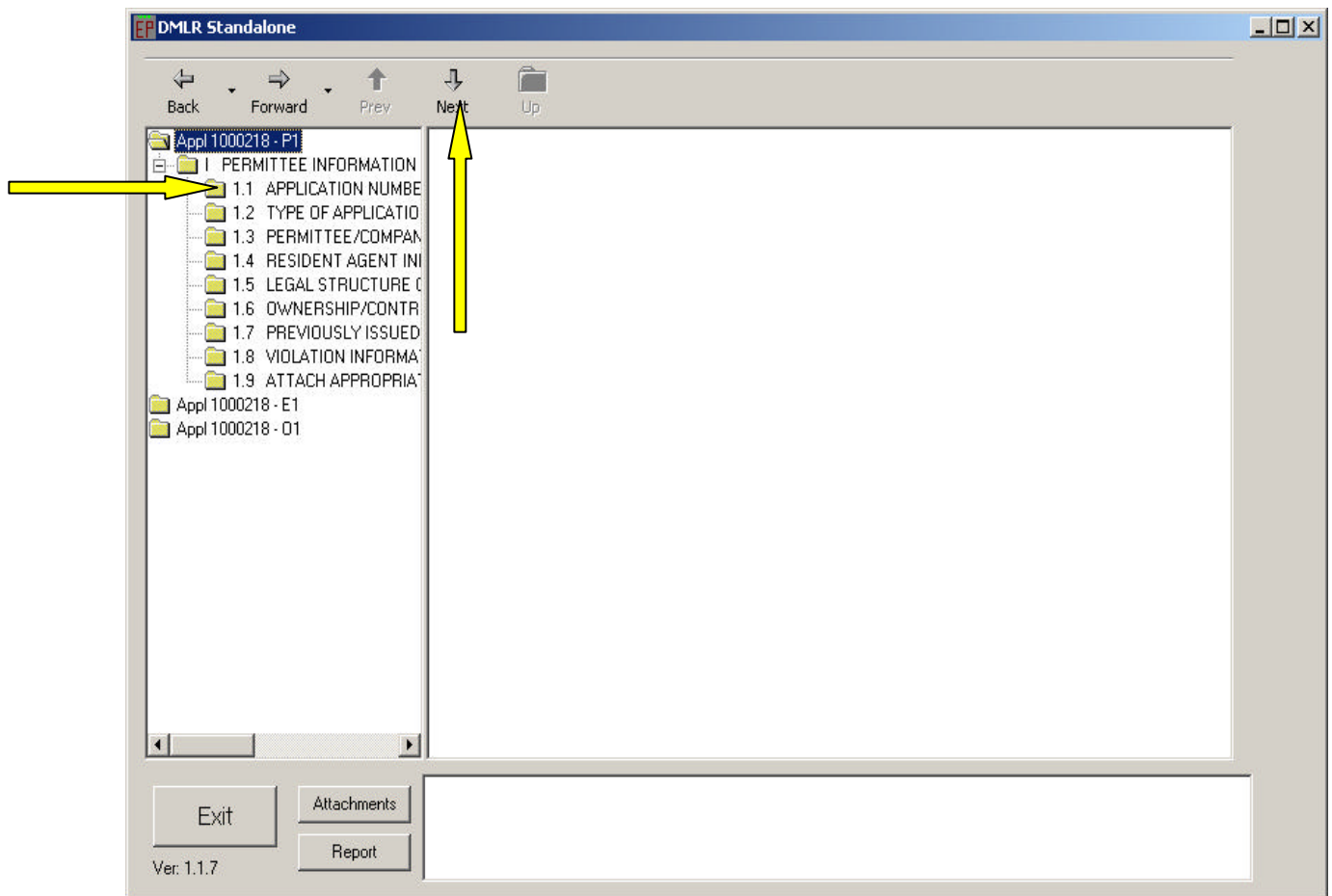
To begin work on the P1 form for Permittee Information click the plus sign to the right of the folder.

Note: The sections of the form are described as follows:

P1 = Permittee Information

E1 = Electronic Application (detailed plans)

O1 = Operator Information



Click on folder 1.1 to begin, the Next button can be used to move from one item to the next throughout the program.

SAVING INFORMATION

Use the **SAVE** button on each area where provided. However, to ensure each item in each section is saved go to the next section prior to exiting the program. (e.g. If working in P1 go to E1 prior to exiting, if working in E1 section I General Information go to section II Administrative Information prior to exiting).

APPLICATION P1

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view with folders: 'Appl 1000218 - P1', 'PERMITTEE INFORMATION', and sub-items 1.1 through 1.9. Below these are 'Appl 1000218 - E1' and 'Appl 1000218 - D1'. The main area is titled '1.1 APPLICATION NUMBER' and contains two input boxes: a gray one for the application number and a white one for the project number. A yellow arrow points to the instructions at the bottom of the form.

1.1 APPLICATION NUMBER Project # - Not for DMLR use.

Exit Attachments Report

Ver: 1.1.7

The Applicant or Consultant will either contact the DMLR Permit Mailbox via e-mail (DmlrPermitting@mme.state.va.us) or may call the Customer Assistance Center (540-523-8235 or 540-523-8233) to obtain an application number and a download of current permit data. Additional information may also be provided if specifically requested (mapping, etc.).

The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

NOTE: Basic instructions for what is requested in each box is available in the area indicated by the yellow arrow. This type of instruction is located on each page of the form.

DMLR Standalone

Back Forward Prev Next Up

Appl 1000218 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE C
 - 1.6 OWNERSHIP/CONTR
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMAT
 - 1.9 ATTACH APPROPRIA
- Appl 1000218 - E1
- Appl 1000218 - O1

1.2 TYPE OF APPLICATION

Description:

Use the applicable code(s) to identify type of application:

Code	Application Type	Code	Application Type
N	Add new permittee	M	Modify Ownership/Control

Exit Attachments Report

Ver: 1.1.7

Double click in the upper box under this section. This will provide a drop down menu to choose the type of application desired. (See next page)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.

DMLR Standalone

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Appl 1000218 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE C
 - 1.6 OWNERSHIP/CONTR
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMAT
 - 1.9 ATTACH APPROPRIA
- Appl 1000218 - E1
- Appl 1000218 - O1

1.2 TYPE OF APPLICATION

M	Modify Existing Permittee
N	Add New Permittee
V	Viol/Permit History Update
C	Cleanup
U	Update Address Information

Description:

Use the applicable code(s) to identify type of application:

Code	Application Type	Code	Application Type
N	Add new permittee	M	Modify Ownership/Control

Exit Attachments Report

Ver: 1.1.7

Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view with the following structure:

- Appl 9999999 - P1
 - PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBE
 - 1.2 TYPE OF APPLICATIO
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE C
 - 1.6 OWNERSHIP/CONTR
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMAT
 - 1.9 ATTACH APPROPRIA
- Appl 9999999 - E1
- Appl 9999999 - O1

The main area is titled '1.3 PERMITTEE/COMPANY INFORMATION' and contains the following fields:

- Name**: Text input field.
- Comment**: Text area with scrollbars.
- Preferred Order Of Contact**: Dropdown menu.
- Mailing Address**: Text input field.
- Telephone No.**: Text input field.
- Fax No.**: Text input field.
- Email Address**: Text input field.
- EIN/SSN**: Text input field.
- DMLR Code**: Text input field.
- AVS Entity #**: Text input field.

At the bottom left are buttons for 'Exit', 'Attachments', and 'Report'. The version 'Ver: 1.1.7' is displayed. A note at the bottom right states: 'Include the name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address and the preferred order of contact.'

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPANY
 - 1.4 RESIDENT AGENT INFORMATION**
 - 1.5 LEGAL STRUCTURE OF BUSINESS
 - 1.6 OWNERSHIP/CONTROL
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMATION
 - 1.9 ATTACH APPROPRIATE
- Appl 9999999 - E1
- Appl 9999999 - O1

1.4 RESIDENT AGENT INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

Exit **Attachments** **Report**

Ver: 1.1.7

List the name, mailing address, phone number, Resident Agent employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address, and the preferred order of contact. (The permittee assumes responsibility for mail delivered to the business street address and will notify DMLR of changes in this address.)

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE OF PERMITTEE**
 - 1.6 OWNERSHIP/CONTR
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMAT
 - 1.9 ATTACH APPROPRIA
- Appl 9999999 - E1
- Appl 9999999 - 01

1.5 LEGAL STRUCTURE OF PERMITTEE

Indicate and include documents which establish the legal structure of the permittee.

- Single Proprietorship
- Partnership

Exit Attachments Report

Ver: 1.1.7

Type the appropriate response in the box given.

DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPAN
 - 1.4 RESIDENT AGENT INI
 - 1.5 LEGAL STRUCTURE OF PERMITTEE
 - 1.6 OWNERSHIP/CONTROL INFORMATION**
 - 1.7 PREVIOUSLY ISSUED
 - 1.8 VIOLATION INFORMAT
 - 1.9 ATTACH APPROPRIA
- Appl 9999999 - E1
- Appl 9999999 - 01

1.6 OWNERSHIP/CONTROL INFORMATION

Add Delete Details Cancel Save

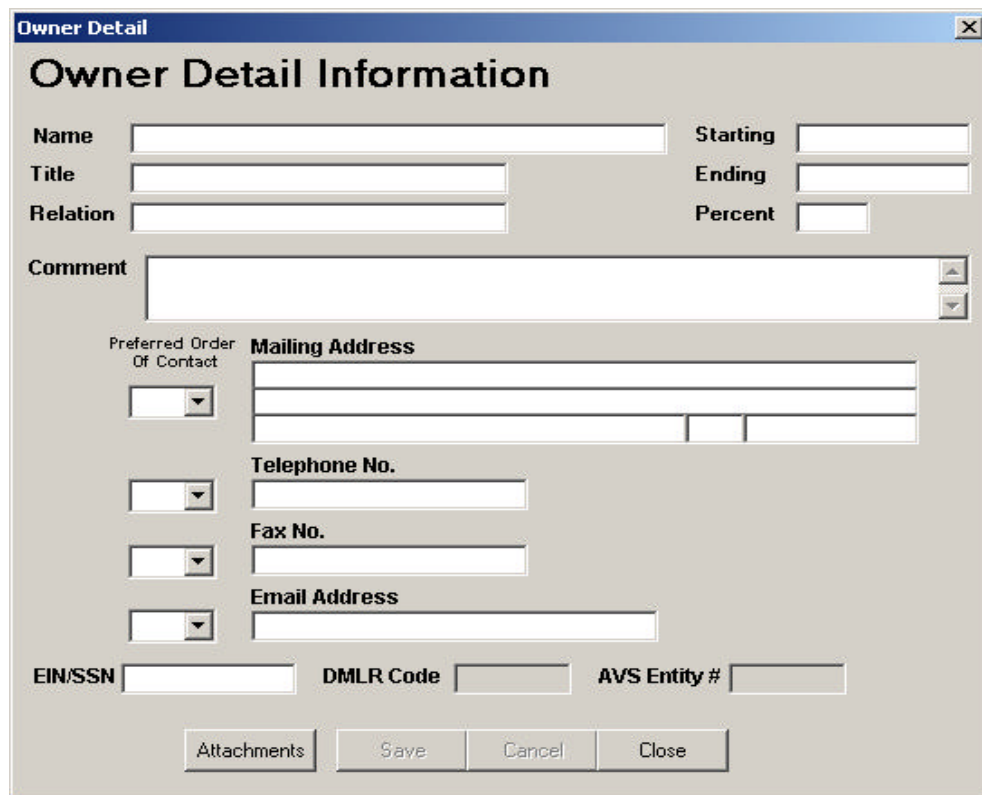
Name	%	Title	Starting	Ending

Exit Attachments Report

Ver: 1.1.7

Include the name, mailing address (if P.O. Box, indicate street address), phone number, employer identification number, social security number, ownership and control relationship to applicant, location in organizational structure, percent of ownership, official title, and beginning date of ownership or affiliation. (Note: For all officers, directors, stockholders, etc., attachment 1.6 must be utilized for each. Include as many attachments as necessary to complete the ownership data.)

To add additional information click the add button and a details screen will appear (SEE BELOW). To change information highlight the appropriate field and click the details button for the details screen.



The image shows a software window titled "Owner Detail" with a close button in the top right corner. The main heading is "Owner Detail Information". The form contains several input fields: "Name", "Title", "Relation", "Starting", "Ending", "Percent", and a large "Comment" text area with scrollbars. Below these is a section for "Preferred Order Of Contact" with a dropdown menu, followed by "Mailing Address" (a multi-line text area), "Telephone No.", "Fax No.", and "Email Address" (each with a dropdown menu and a text input field). At the bottom are fields for "EIN/SSN", "DMLR Code", and "AVS Entity #". A row of four buttons is at the very bottom: "Attachments", "Save", "Cancel", and "Close".

Type in the appropriate information, **SAVE** and **CLOSE**. If you have an attachment to further explain this information click the **ATTACHMENT** button and an additional screen (See the following page) will appear for an area to add an attachment.

To add an attachment: Click the **ADD** button, type the brief description in the box provided. Click inside the File Name/Path box and a down arrow should appear. Click the down arrow and follow the path to where you have saved the attachment. Double click the appropriate file and the file path will be placed in the File Name/Path box.

Click the **ADD** button and type the appropriate information in the box provided. To add additional lines click the **ADD** button again.

EP DMLR Standalone

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Appl 9999999 - P1

- PERMITTEE INFORMATION
 - 1.1 APPLICATION NUMBER
 - 1.2 TYPE OF APPLICATION
 - 1.3 PERMITTEE/COMPANY
 - 1.4 RESIDENT AGENT INFORMATION
 - 1.5 LEGAL STRUCTURE (Sole Proprietorship, Partnership, etc.)
 - 1.6 OWNERSHIP/CONTROL
 - 1.7 PREVIOUSLY ISSUED PERMITS
 - 1.8 VIOLATION INFORMATION
 - 1.9 ATTACH APPROPRIATE DOCUMENTS
- Appl 9999999 - E1
- Appl 9999999 - O1

1.8 VIOLATION INFORMATION

☐ Permit Suspended or Revoked
☐ Forfeited Bond or Security
☐ Notice of Violation
☐ Cessation Orders

Add Delete Details Cancel Save

Attachments (0)	
Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

Indicate if the permittee or other person(s) listed in Item 1.6:

- Had a federal or state coal mining permit suspended or revoked in the five (5) years preceding the date of this application? If yes, provide the name, permit number, date of issuance, regulatory authority suspending or revoking the permit, stated

Click in the area indicated by the yellow arrow for the appropriate yes or no response for each category. If an attachment is needed for further information attach as previously described on page 19.

1.9 ATTACH APPROPRIATE AUTHORIZATION(s)/ VERIFICATION(s) AND CERTIFICATION(s)

Add Delete Details Cancel Save

Attachments (0)	
Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

Attach a duly signed and notarized DMLR-PT-034D.

Add the required attachment as described on page 19. Note this item should be scanned with the appropriate signature and then attach.

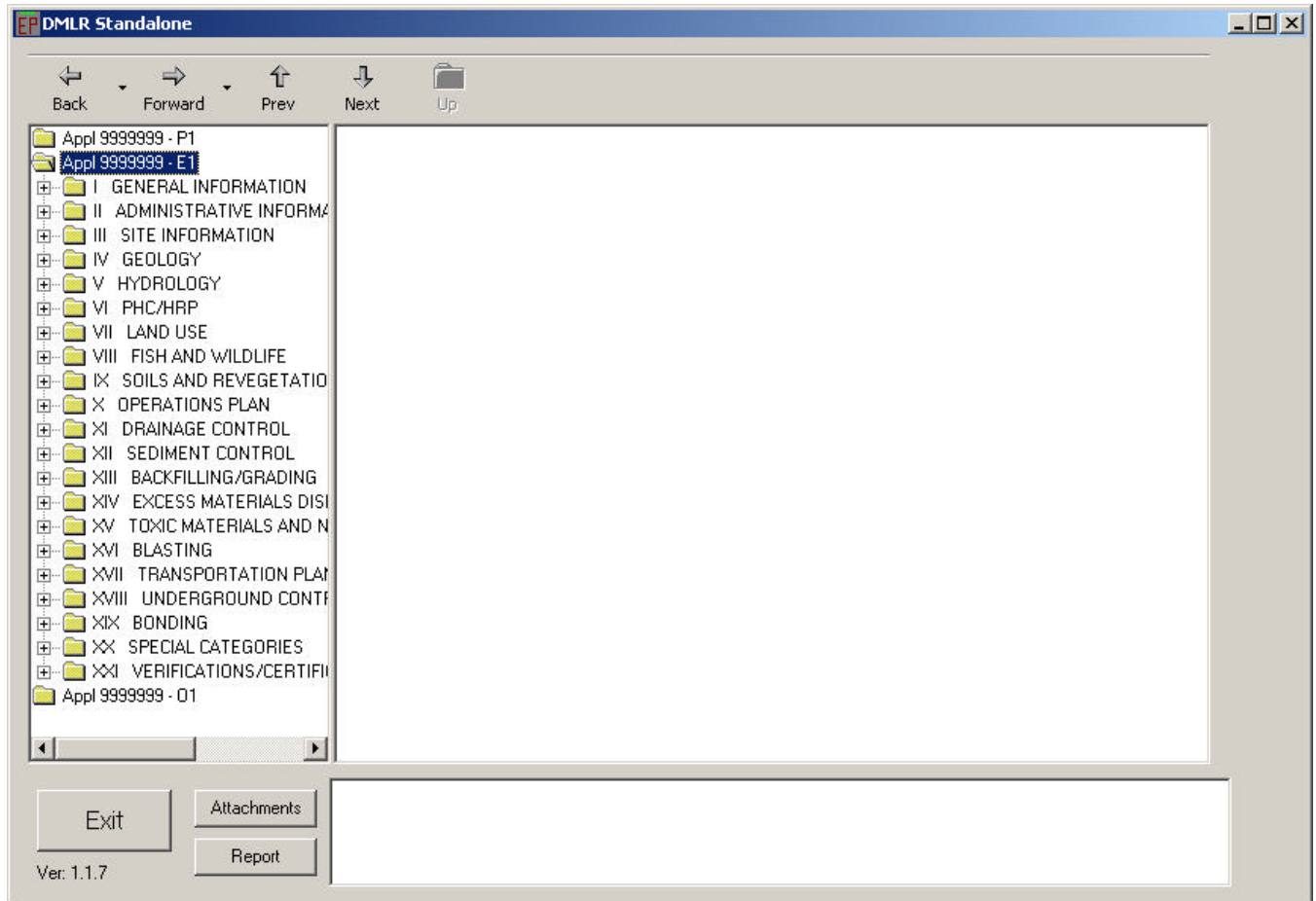
HOW TO SAVE INFORMATION

Open a E1 or O1 form in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

APPLICATION E1



Click the plus (+) button as previously described to open the appropriate section to be added, changed or modified.

I GENERAL INFORMATION

The screenshot shows the 'DMLR Standalone' application window. The title bar includes the 'EP' logo and the text 'DMLR Standalone'. Below the title bar is a navigation bar with icons and labels for 'Back', 'Forward', 'Prev', 'Next', and 'Up'. The main window is divided into two panes. The left pane displays a tree view of the application structure, with '1.1 PERMIT NUMBER' selected. The right pane shows the '1.1 PERMIT NUMBER' section, which contains a single text input field. At the bottom of the window, there is a footer area with buttons for 'Exit', 'Attachments', and 'Report', and a text label 'Ver: 1.1.7'. A large text box at the bottom right contains the instruction: 'Identify the existing Permit Number (if a new permit application, leave blank).'

EP DMLR Standalone

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Appl 9999999 - P1
Appl 9999999 - E1
I GENERAL INFORMATION
1.1 PERMIT NUMBER
1.2 PREVIOUS PERMIT
1.3 EXPIRATION DATE
1.4 APPLICATION NUMBER
1.5 OPERATION NAME
1.6 TYPE OF APPLICATION
1.7 TYPE OF OPERATION
1.8 APPLICANT/COMPANY
1.9 RESIDENT AGENT
1.10 OPERATOR INFORMATION
1.11 CONSULTING COMPANY
1.12 CORRESPONDENCE
1.13 ENFORCEMENT / COMPLAINT
1.14 REMAINING
1.15 PREVIOUS PERMIT
1.16 SECTIONS PROPOSED
1.17 DATA PRESENTED
1.18 WAIVERS AND VARIATIONS
1.19 VALID EXISTING PERMIT
1.20 OTHER CONTACT
1.21 PERMITTEE OWNERSHIP
1.22 OPERATOR OWNERSHIP

1.1 PERMIT NUMBER

Identify the existing Permit Number (if a new permit application, leave blank).

Exit Attachments Report

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If the application is for an existing permit the existing permit number will be located in the box. If the application is for a new permit the box will be blank and should be left blank until the permit is approved.

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Appl 9999999 - P1
Appl 9999999 - E1
1 GENERAL INFORMATION
1.1 PERMIT NUMBER
1.2 PREVIOUS PERMIT
1.3 EXPIRATION DATE
1.4 APPLICATION NUM
1.5 OPERATION NAME
1.6 TYPE OF APPLICA
1.7 TYPE OF OPERATI
1.8 APPLICANT/COMP
1.9 RESIDENT AGENT
1.10 OPERATOR INFO
1.11 CONSULTING CO
1.12 CORRESPONDEN
1.13 ENFORCEMENT A
1.14 REMINING
1.15 PREVIOUS PERM
1.16 SECTIONS PROPI
1.17 DATA PRESENTE
1.18 WAIVERS AND Va
1.19 VALID EXISTING I
1.20 OTHER CONTACT
1.21 PERMITTEE OWN
1.22 OPERATOR OWN

1.2 PREVIOUS PERMIT NUMBER

Number

Name

Address

Exit Attachments
Ver: 1.1.7 Report

Identify the previous permit number (**for succession or repermit applications only**), company name, and mailing address. If not applicable, indicate as "N/A".

Include the appropriate information as instructed.

EP DMLR Standalone

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Appl 9999999 - P1
Appl 9999999 - E1
1 GENERAL INFORMATION
1.1 PERMIT NUMBER
1.2 PREVIOUS PERMIT
1.3 EXPIRATION DATE
1.4 APPLICATION NUMBER
1.5 OPERATION NAME
1.6 TYPE OF APPLICATION
1.7 TYPE OF OPERATION
1.8 APPLICANT/COMPANY
1.9 RESIDENT AGENT
1.10 OPERATOR INFORMATION
1.11 CONSULTING COMPANY
1.12 CORRESPONDENCE
1.13 ENFORCEMENT AGENCY
1.14 REMINING
1.15 PREVIOUS PERMIT
1.16 SECTIONS PROPOSED
1.17 DATA PRESENTED
1.18 WAIVERS AND VARIATIONS
1.19 VALID EXISTING INFORMATION
1.20 OTHER CONTACT
1.21 PERMITTEE OWNERSHIP
1.22 OPERATOR OWNERSHIP

1.3 EXPIRATION DATE

Exit Attachments Report

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Identify the Permit expiration date (if a new permit application, leave blank).

No information is required for this section. If the permit is existing information will already exist.

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- Appl 9999999 - E1
 - 1 GENERAL INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 PREVIOUS PERMIT
 - 1.3 EXPIRATION DATE
 - 1.4 APPLICATION NUMBER
 - 1.5 OPERATION NAME
 - 1.6 TYPE OF APPLICATION
 - 1.7 TYPE OF OPERATION
 - 1.8 APPLICANT/COMPANY
 - 1.9 RESIDENT AGENT
 - 1.10 OPERATOR INFO
 - 1.11 CONSULTING COMPANY
 - 1.12 CORRESPONDENCE
 - 1.13 ENFORCEMENT ACTION
 - 1.14 REMINING
 - 1.15 PREVIOUS PERMIT
 - 1.16 SECTIONS PROPOSED
 - 1.17 DATA PRESENTED
 - 1.18 WAIVERS AND VARIATIONS
 - 1.19 VALID EXISTING INFORMATION
 - 1.20 OTHER CONTACT
 - 1.21 PERMITTEE OWNERSHIP
 - 1.22 OPERATOR OWNERSHIP

1.4 APPLICATION NUMBER

Project # - Not for DMLR use.

9999999

Exit Attachments Report

Ver: 1.1.7

The area inspector will obtain this number from the Division of Mined Land Reclamation (DMLR) office in Big Stone Gap from the applicable Permit Review Inspector.

The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

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Appl 9999999 - P1
 Appl 9999999 - E1
 I GENERAL INFORMATION
 1.1 PERMIT NUMBER
 1.2 PREVIOUS PERMIT
 1.3 EXPIRATION DATE
 1.4 APPLICATION NUMBER
 1.5 OPERATION NAME
 1.6 TYPE OF APPLICATION
 1.7 TYPE OF OPERATION
 1.8 APPLICANT/COMPANY
 1.9 RESIDENT AGENT
 1.10 OPERATOR INFORMATION
 1.11 CONSULTING COMPANY
 1.12 CORRESPONDENCE
 1.13 ENFORCEMENT / COMPLIANCE
 1.14 REMINING
 1.15 PREVIOUS PERMIT
 1.16 SECTIONS PROPOSED
 1.17 DATA PRESENTED
 1.18 WAIVERS AND VARIATIONS
 1.19 VALID EXISTING INFORMATION
 1.20 OTHER CONTACT
 1.21 PERMITTEE OWNERSHIP
 1.22 OPERATOR OWNERSHIP

1.5 OPERATION NAME/NUMBER

Exit Attachments
 Ver: 1.1.7 Report

Indicate the mine numbers and/or names commonly used as reference by the applicant or operator
 (Note: It is not recommended to name a mine based upon a contract operator as the mine name should be for the life of the permit).

This box can be typed directly into. The type information is for example, Mine No. 1.

EP DMLR Standalone

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Appl 9999999 - P1
 Appl 9999999 - E1
 I GENERAL INFORMATION
 1.1 PERMIT NUMBER
 1.2 PREVIOUS PERMIT
 1.3 EXPIRATION DATE
 1.4 APPLICATION NUMBER
 1.5 OPERATION NAME
 1.6 TYPE OF APPLICATION
 1.7 TYPE OF OPERATION
 1.8 APPLICANT/COMPANY
 1.9 RESIDENT AGENT
 1.10 OPERATOR INFORMATION
 1.11 CONSULTING COMPANY
 1.12 CORRESPONDENCE
 1.13 ENFORCEMENT / REMEDIAL
 1.14 REMEDIAL
 1.15 PREVIOUS PERMIT
 1.16 SECTIONS PROPOSED
 1.17 DATA PRESENTED
 1.18 WAIVERS AND VARIATIONS
 1.19 VALID EXISTING PERMIT
 1.20 OTHER CONTACT
 1.21 PERMITTEE OWNER
 1.22 OPERATOR OWNER

1.6 TYPE OF APPLICATION

CLEANUP

Description:

Use the applicable description to identify type of application:

Acreage Amendment = requires new permit plans.
Repermit = requires the submission of new plans.
Succession = transfer of a permit from one entity to another, whereby the Applicant assumes all conditions

Exit Attachments Report

Ver: 1.1.7

Double click in the upper box under this section. This will provide a drop down menu to choose from for the type of application desired. (See below)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.

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Appl 9999999 - P1
Appl 9999999 - E1
I GENERAL INFORMATION
1.1 PERMIT NUMBER
1.2 PREVIOUS PERMIT
1.3 EXPIRATION DATE
1.4 APPLICATION NUMBER
1.5 OPERATION NAME
1.6 TYPE OF APPLICATION
1.7 TYPE OF OPERATION
1.8 APPLICANT/COMPANY
1.9 RESIDENT AGENT
1.10 OPERATOR INFO
1.11 CONSULTING COMPANY
1.12 CORRESPONDENCE
1.13 ENFORCEMENT / REMEDIAL
1.14 REMEDIAL
1.15 PREVIOUS PERMIT
1.16 SECTIONS PROPOSED
1.17 DATA PRESENTED
1.18 WAIVERS AND VARIATIONS
1.19 VALID EXISTING INFORMATION
1.20 OTHER CONTACT
1.21 PERMITTEE OWNER
1.22 OPERATOR OWNER

1.6 TYPE OF APPLICATION

AA	ACRES AMENDMENT
NJ	NEW CSMO/NPDES
NN	NEW NPDES
RA	ACRES REVISION
RJ	REPERMIT C/N
RN	REPERMIT NPDES
RP	PLANS REVISION
SJ	SUCCESSION C/N
SN	SUCCESSION N
TJ	RENEWAL C/N
TN	RENEWAL NPDES
CL	CLEANUP

De: []

Use the applicable description to identify type of application:
Acres Amendment = requires new permit plans.
Repermit = requires the submission of new plans.
Succession = transfer of a permit from one entity to another, whereby the Applicant assumes all conditions

Exit Attachments Report

Ver: 1.1.7

Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.

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1.7 TYPE OF OPERATION

Add Delete Details Cancel Save

Types (0)

Code	Description
ES	EQUIPMNT STORAGE
EX	Exploration
HR	Haul or Access Road
LO	AF-Load-out Fac
MV	AF-Mine Vent
PP	AF-Prep Plant
RF	AF-Refuse Disp
RO	RECLAIM ONLY
RP	Re-processing
SA	Surface - Area

Use the following codes to identify the type of operation:

Exit Attachments Report

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To add the TYPE OF OPERATION click the **ADD** button, click once inside the description box, click the down arrow. Double click in the space adjacent to the type of operation to be added which will add the type of operation in the description box. To add additional types follow the same procedure.

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 1.22 OPERATOR OWN

1.8 APPLICANT/COMPANY INFORMATION

Name

Comment

Preferred Order Of Contact **Mailing Address**

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

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Include the name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS Entity number, fax number, email address and the preferred order of contact.

This information will be transferred from the P1 form or be existing if the application is for an existing permit. If a comment is needed type directly into the comment box. Indicate the preferred order of contact using the down arrow and choosing the appropriate number.

SECTION 1.9...Information will be existing or added from a P1 form change.

SECTION 1.10...Information will be existing or added from the O1 for change.

SECTION 1.11...Type appropriate information in the boxes provided.

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1.12 CORRESPONDENCE CONCERNING APPLICATION

☒ Applicant
☐ Consultant
☐ Other (Name)
 Associated With
 Mailing Address

Exit Attachments
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Checkmark who, in addition to the applicant, is to be contacted concerning this application.

Click in the area indicated by the yellow arrow for the appropriate Y or N response. If other is Y, include the appropriate information.

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1.13 ENFORCEMENT ACTION

☐ Y/N

Add Delete Details Cancel Save

DMLR Enf#'s (0)		
Enf #	Description	Path

Exit Attachments Report

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Is this application the result of an enforcement action by DMLR?
 If "Yes", provide a description of the action as it pertains to this application including the NOV, CO and/or RON number.

Is the application is the result of enforcement action? Click under the Y/N to add the appropriate response. If yes, click the **ADD** button, type the NOV, RON, etc. number in the Enf# box, type a brief description in the Description box. Scan the NOV, RON, etc. and click in the Path box, click the down arrow and follow the path to the scanned item, double click the file and the path will be added in the path box.

The screenshot shows the 'DMLR Standalone' application window. The title bar includes the application name and standard window controls. Below the title bar is a navigation bar with buttons: Back, Forward, Prev, Next, and Up. A tree view on the left lists the application structure, with '1.14 REMINING' selected. The main content area displays the '1.14 REMINING' section, which includes a checkbox for 'Y/N' and a text box for 'Acres'. At the bottom of the window, there is a footer area with 'Exit', 'Attachments', and 'Report' buttons, and a version number 'Ver: 1.1.7'. A large text box at the bottom right contains the instruction: 'Is this application being submitted pursuant to Lands Eligible for Remining? If "Yes", enter total number of remining acres proposed to be permitted.'

If remining acres exist on the area to be permitted or the existing permit, place a Y in the Y/N box. In the Acres box place the number of remining acres existing on the permit, plus the any remining acres being proposed. If the application is for a new permit list any remining acres being proposed.

SECTION 1.15...This information (if any) will be provided in the data download.

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1.16 SECTIONS PROPOSED TO BE MODIFIED UNDER THIS APPLICATION

Add Delete Details Cancel Save

Section	Description
1	General Information
*	

Exit Attachments Report

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Identify sections to be modified under this application. (For new applications enter All)

Click the **ADD** button, type the number of the section(s) being modified in the Section box and the description of the section in the Description box. Follow the same procedure for each section being modified. If a new permit type ALL in the Section box.

SECTION 1.17...Place the appropriate response in the Y/N box and provide the appropriate attachments if needed.

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1.18 WAIVERS AND VARIANCES

Add Delete Details Cancel Save

ItemNo	Code	Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

If "WAIVERS AND/OR VARIANCES" are being requested for any portion of the Proposed Permit area, indicate in the "Item Number" column the location of the requested documentation and provide a brief description of the waivers and/or variances requested.

ITEM # WAIVERS/VARIANCES REQUESTED

To provide information in this section begin by clicking the **ADD** button. Place the appropriate item number from the list in the instructions in the Item No. box.

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1.18 WAIVERS AND VARIANCES

Add Delete Details Cancel Save

ItemNo	Code	Description	File Name/Path
	Code	Description	
	PRR/W	Within 100 feet of the right of way of any public road (4 VAC 25-130-761.1)	
	OC/VEL	Within 300 feet of any occupied dwelling not specifically exempted by 4 VAC	
	GW REQ	Ground water monitoring requirements	
	CAC/OC	Chemical analysis of strata and/or coal	
	GEOLOG	Geologic logs	
	OTHER		
	ADCVAR	Approximate Original Contour (4 VAC 25-130-784.14 & 4 VAC 25-130-785.16)	
	CONREC	Contemporaneous reclamation (4 VAC 25-130-780.18(d)(3) & 4 VAC 25-130-816)	
	STRBFZ	Within 100 feet of a perennial or intermittent stream (4 VAC 25-130-816.57)	

Exit Attachments Report

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ITEM # WAIVERS/VARIANCES REQUESTED

10.7 within 100 feet of the Right-of-Way of any Public Road. **4 VAC 25-130-761.11(d).**

10.8 within 300 feet of any occupied dwelling not specifically exempted by **4 VAC 25-130-761.11(e).**

To add the code click inside the Code box, click the down arrow and choose the appropriate item from the drop down box by double clicking in the area as indicated by the yellow arrow. Type in a brief description in the Description box. Click in the File Name/Path box, click the down arrow and follow the path to the appropriate attachment and double click the file to be added as an attachment. To add additional information follow the same procedure.

SECTION 1.19...This information can be added in the same manner as in Section 1.18.

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1.20 OTHER CONTACTS REQUIRED AS A RESULT OF THIS PROPOSED SURFACE MINING ACTIVITY

☐ Y/N Add Delete Details Cancel Save

Name	Contact Person	City	St	Phone
▶ LEE COUNTY	D. DANE POE	JONESVILLE	VA	540-346-7714

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

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If "Yes", list other agency contacts required as a result of this proposed surface mining activity (utilize attachment 1.20).

Place the appropriate Y or N in the Y/N box. If Yes, click the **ADD** button, click inside the Name box, click the down arrow and a drop down box will appear, choose the appropriate contact by double clicking on the contact as previously explained. If an attachment is needed, add as previously described. If additional or contacts are required repeat the process for each item needing to be added.

SECTION 1.21...Add the appropriate Y or N in the Y/N box and add an attachment if needed.

SECTION 1.22...Add the appropriate Y or N in the Y/N box and add an attachment if needed.

II Administrative Information

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X OPERATIONS PLAN
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XII SEDIMENT CONTROL
XIII BACKFILLING/GRADING
XIV EXCESS MATERIALS
XV TOXIC MATERIALS AND
XVI BLASTING

2.1 REQUESTED PERMIT TERM

5 Years

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

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Insert the number of years requested. If the requested permit term is in excess of 5 years, identify the supporting rationale required by 4 VAC 25-130-778.17(b) as Attachment 2.1.

Enter the requested permit term in the box provided. If more than 5 years is requested add the appropriate attachments.

SECTION 2.2...To add information click the **ADD** button and type the appropriate information in the boxes provided.

SECTION 2.3...Add appropriate information as requested.

SECTION 2.4...Add the appropriate P or C for the type bond being provided.

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2.5 LIABILITY INSURANCE

Expiration Date

Continuous? ☐ Y/N

Add Delete Details Cancel Save

Attachments (0)	
Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

The CERTIFICATES of liability insurance required by **45.1-258(E)** of the **Code of Virginia** and **4 VAC 25-130-778.18** (and rider) of the regulations, or evidence of Self-Insurance (per **4 VAC 25-130-800.60**), shall be provided. Include this information as Attachment 2.5 for either a new permit, permit renewal or significant departure. The expiration date of the insurance

If the permit is existing the expiration date and whether the insurance is continuous will be filled in. If a copy of the liability insurance is required it should be scanned, click the ADD button and attach the scanned document.

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 XVI BLASTING

2.6 PUBLIC NOTICE/PARTICIPATION PROCESS

Public Office Code

Newspaper Code

Attachments (0)

Description	File Name/Path

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advertised. (NOTE: A complete copy of the Application must be on file at the Public Office by the first publication date of the newspaper advertisement.) Include a copy of the **Proposed Public Notice** as Attachment 2.6.

To add the Public Office Code and Newspaper Code, double click inside the box for each one, a drop down box will appear. Choose the appropriate public office and newspaper by double clicking in the box to the left of the code as described earlier. The add the sample public notice, click the **ADD** button and follow the attachment procedures described earlier.

NOTE: Only one public office code and one newspaper code can be selected. If more than one needs to be used choose the one serving the largest portion of the permit. Further information can be included as an attachment in this section.

SECTION 2.7...Provide the scanned copy of the proof of publication as an attachment as described in earlier sections.

III SITE INFORMATION

3.1 SURFACE PROPERTY

Buttons: Add, Delete, Details, Cancel, Save

Action	Name	Addr	Addr2	City	State	ZipCode
A	David	Gen	Del	Wise	Va	24293

Exit Attachments Report

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List the Name and Complete Mailing Address of each Legal or Equitable Owner on record of the surface property within the Proposed Permit area. **Indicate whether the owner is being added (A = new owner), changed (C = owner and/or address update), or deleted (D = owner no longer associated with the permit)**

To add information in this section click the **ADD** button and an additional screen will appear for the information to be added. Click on A under the action, when the information is added, click save and close, the information will then appear as shown above. To change or delete information click the box with the right pointing arrow and click the **DETAILS** button, place a C or D in the action box, change the appropriate information, save and close. Note, the information in the Action box is provided in a drop down menu.

SECTION 3.2...Adding the information in this section requires the same actions as Section 3.1

SECTION 3.3...Adding the information in this section requires the same actions as Section 3.1 with the exception of placing a Y or N in the Y/N box.

SECTION 3.4...Adding the information in this section requires the same actions as Section 3.1 with the exception of placing a Y or N in the Y/N box.

SECTION 3.5...Adding the information in this section requires the same actions as Section 3.1

SECTION 3.6...Adding the information in this section requires the same actions as Section 3.1

SECTION 3.7...Place the appropriate Y or N in the Y/N box.

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3.8 RIGHT OF ENTRY

Add Delete Details Cancel Save

Document Type	Execution Date	Applicable Tract
Lease		ABCDE to FGHIJ

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Ver: 1.1.7 Report

For each surface and mineral tract to be disturbed by the surface (including augering) and/or underground operations (as listed in items 3.1 and 3.2), provide a description and location of the documents (deed, lease, contract, date of execution, etc.) upon which the Applicant bases the local Right to Enter and conduct surface coal mining and reclamation activities on the

To add information click the **ADD** button and type the information in the box provided.

NOTE: The box in Document Type is limited to 15 characters and the box in Applicable Tract is limited to 30 characters. Add any additional information as an attachment.

To add documents as an attachment, do so as described in the earlier sections.

SECTION 3.9...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 3.10...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

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3.11 LOCATION OF OPERATION

Location

Northing Easting

Add Details Cancel Save

USGS Quadrangle

Nearest Community
 Nearest Public Road Intersection

Exit Attachments
 Ver: 1.1.7 Report

Provide the VA State Plane Northing and Easting Coordinates; USGS Quadrangle(s); County, Nearest Community, and Nearest Public Road Intersection.

Add the appropriate information in the boxes provided. To add a USGS Quadrangle, click the **ADD** button, then click the down arrow and choose the appropriate quadrangle from the drop down menu.

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3.12 PROPOSED ACREAGE

Add Delete Details Cancel Save

	Action	County	Current Acreage	Acres Added	Acres Deleted	Result	To be Disturbed
▶	A	BUCHANAN	1.00	1.00	0.50	1.50	

Exit Attachments Report

Ver: 1.1.7

Provide a summary of acreage that is proposed to be permitted by this operation. Use the operation type codes in item 1.7 and the following County Codes:

COUNTY TOWN AND CITY CODES

To add information in this section click the **ADD** button, click inside the Action box, click the down arrow and choose from the list for action. Click inside the County box, click the down arrow and choose from the county list provided. The appropriate acreage can be added in the boxes provided. The result will automatically be totaled in the Result box as you progress.

SECTION 3.13...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 3.14...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

IV GEOLOGY

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view of project folders, with 'IV GEOLOGY' expanded to show sub-sections 4.1 through 4.5. The main area is titled '4.1 SEAM(s) TO BE MINED' and contains a table with four columns: 'Local Name', 'Geologic', 'Elevation', and 'Thickness'. One row is populated with '34 Inch' for both 'Local Name' and 'Geologic', '1000' for 'Elevation', and '48' for 'Thickness'. Above the table are buttons for 'Add', 'Delete', 'Details', 'Cancel', and 'Save'. At the bottom left are 'Exit', 'Attachments', and 'Report' buttons, along with the version 'Ver: 1.1.7'. A text box at the bottom right provides instructions on how to add seam information.

Local Name	Geologic	Elevation	Thickness
34 Inch	34 Inch	1000	48

Provide the local name, geological name, elevation and thickness of each seam proposed to be mined.

To add information in this section, click the add button, click inside the Local Name box and click the drop down arrow, choose the appropriate local name from the list provided. Click inside the Geologic box and click the down arrow, choose the appropriate geologic name from the list provided. Enter the elevation of the seam in the Elevation box and the seam thickness in the Thickness box (in inches).

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 XIV EXCESS MATERIALS AND
 XV TOXIC MATERIALS AND
 XVI BLASTING
 XVII TRANSPORTATION PLAN
 XVIII UNDERGROUND COAL

4.2 LOCATION(s) OF GEOLOGIC DATA SAMPLING POINTS

Add Delete Details Cancel Save

Action	LocNo	Elevation	Northing	Easting	Analysis (Y/N)	AttOrigPath
A						

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Ver. 1.1.7 Report

List the action (A = add, C = change, D = delete), location number, elevation, VA State Plane Northing and Easting Coordinates for all geologic sampling points. Please correlate all geologic sampling point locations to the appropriate map(s).

To add information in this section click the **ADD** button, click inside the Action box and click on the down arrow and click on the appropriate action. The next five boxes can be typed directly into. Click in the *AttOrigPath* box and click the down arrow to add the appropriate attachment for this section. The additional attachments can be added as previously described.

SECTION 4.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 4.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 4.5...Adding the information in this section requires the same actions as previously described for adding attachments.

V HYDROLOGY

DMLR Standalone

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5.1 RECEIVING STREAM(s)

Add Delete Details Cancel Save

Receiving Stream

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path
-------------	----------------

Exit Attachments Ver: 1.1.7 Report

List the Receiving Stream(s) into which drainage will discharge.

To add information to this section, click the **ADD** button, click inside the Receiving Stream box and click the down arrow for a list of streams. (See below).

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5.1 RECEIVING STREAM(s)

Add Delete Details Cancel Save

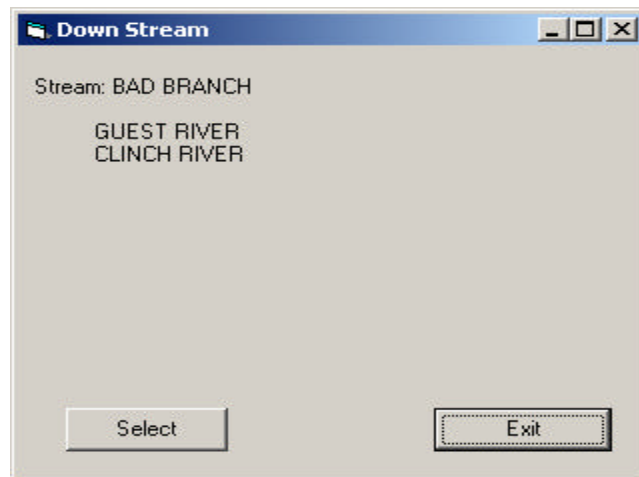
Receiving Stream

Name

- ANGOLA CREEK
- APPOMATTOX RIVER
- AUS KEEN BRANCH
- AUSTIN BRANCH
- AUSTIN GAP BRANCH
- AUSTIN HOLLOW
- BACK CREEK
- BACON BRANCH
- BAD BRANCH
- BAD BRANCH
- BAD BRANCH
- BAD CREEK
- BAD CREEK
- BAD LUCK BRANCH
- BAILEY'S TRACE
- BALDWIN BRANCH

Exit Attachments Ver: 1.1.7 Report

List the Receiving Stream(s) into which drainage will discharge.



When you click on the stream, the above Down Stream screen will appear showing the downstream waters that will receive the discharges. If the appropriate stream is shown choose **SELECT**, if not exit this screen and choose another stream in the list in the same manner. To add additional streams follow the same procedure.

Add any additional attachments in the lower section as previously described.

SECTION 5.2...Adding the information in this section requires the same actions as previously described for adding attachments.

5.3 LOCATIONS OF GROUND WATER MONITORING POINTS

Add Delete Details Cancel Save

Action	MPID No.	Loc. No.	Type	Frequency	Elevation

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

Provide the *Action (A = add, C = change, D = delete), MPID Number, Location Numbers, Type, Frequency, and Elevation for the ground water monitoring points listed. Correlate all location numbers to the appropriate map(s), cross section(s), and construction data sheets.
 *Type: well numbers with "W", springs with "S", mine discharges with "M", discharges with "D", etc.

To add information to this section click the **ADD** button, a separate screen will appear for the information to be added. (See below). Additional attachments can be added as previously described.

Locations of Ground Water Monitoring Points

Action: [dropdown] MPID No.: [text] Type: [dropdown] Frequency: [text]

Loc. No.: [text] Elevation: [text] Facility Location: [text]

Quad / Section: [dropdown] Northing: [text] Easting: [text] Status: [dropdown] NC

Comment: [text area]

[Save] [Cancel] [Close]

Action, Type, Quad/Section and Status can be chosen from the drop down menu. All other information can be typed directly into the boxes provided. NOTE: The MPID No. will be issued by DMLR once the point is approved. When finished click SAVE and CLOSE. To add additional points follow the same procedure.

SECTION 5.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.6...Adding the information in this section requires the same actions as previously described for adding attachments.

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Appl 9999999 - P1
 Appl 9999999 - E1
 I GENERAL INFORMATION
 II ADMINISTRATIVE INFO
 III SITE INFORMATION
 IV GEOLOGY
 V HYDROLOGY
 5.1 WATERSHED/REC
 5.2 PROPOSED PERM
 5.3 LOCATIONS OF GF
 5.4 GROUND WATER
 5.5 GROUND WATER
 5.6 GROUND WATER
 5.7 LOCATIONS OF SU
 5.8 SURFACE WATER
 5.9 SURFACE WATER
 5.10 SURFACE WATER
 5.11 CLIMATOLOGICAL
 5.12 CLIMATOLOGICAL
 5.13 REFERENCE DAT
 5.14 ALTERNATE WAT
 5.15 POLLUTION DISC
 5.16 ALTERNATE PRO
 VI PHC/HRP
 VII LAND USE

5.7 LOCATIONS OF SURFACE WATER MONITORING POINTS

Surface Water Monitoring Point(s)

Add Delete Details Cancel Save

Action	MPID No.	Loc. No.	Type	Frequency	Receiving Stream
A					

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

Provide the *Action (A = add, C = change, D = delete), MPID Number, Location Numbers, Type, Frequency and Receiving Stream for the surface water monitoring points listed. Correlate all location numbers to the appropriate map(s) and cross section(s). Indicate if any monitoring points are existing for other permits. *If the action is either Add or Change

To add information to this section click the **ADD** button, a separate screen will appear for the information to be added. (See below). Additional attachments can be added as previously described.

Locations of Surface Water Monitoring Points

Action MPID No. Type Frequency

Loc. No. Receiving Stream Facility Location

Quad / Section Northing Easting

Comment

Save Cancel Close

Action, Type, Receiving Stream (double click inside box) and Quad/Section can be chosen from the drop down menu. All other information can be typed directly into the boxes provided. **NOTE:** The MPID No. will be issued by DMLR once the point is approved. When finished click **SAVE** and **CLOSE**. To add additional points follow the same procedure.

SECTION 5.8...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.9...Adding the information in this section requires the same actions as previously described for adding attachments.

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view with folders: Appl 9999999 - P1, Appl 9999999 - E1, I GENERAL INFORMATION, II ADMINISTRATIVE INFO, III SITE INFORMATION, IV GEOLOGY, V HYDROLOGY, 5.1 WATERSHED/REC, 5.2 PROPOSED PERM, 5.3 LOCATIONS OF GF, 5.4 GROUND WATER, 5.5 GROUND WATER, 5.6 GROUND WATER, 5.7 LOCATIONS OF SU, 5.8 SURFACE WATER, 5.9 SURFACE WATER, 5.10 SURFACE WATER, 5.11 CLIMATOLOGICAL, 5.12 CLIMATOLOGICAL, 5.13 REFERENCE DAT, 5.14 ALTERNATE WAT, 5.15 POLLUTION DISC, 5.16 ALTERNATE PRO, VI PHC/HRP, and VII LAND USE. The main area is titled '5.10 SURFACE WATER MONITORING PLAN'. It contains a 'Compliance Monitoring Lab' dropdown menu, a row of buttons (Add, Delete, Details, Cancel, Save), a 'Person(s) signing DMR' section with a 'Person' input field, another row of buttons, and an 'Attachments (0)' table with columns 'Description' and 'File Name/Path'. At the bottom, there are 'Exit', 'Attachments', and 'Report' buttons, and a text box with instructions: 'Identify the Monitoring Lab and Person(s) Signing DMR and provide a surface water monitoring plan based on the PHC determination and Hydrologic Reclamation Plan, NPDES requirements, baseline hydrologic data, geologic information, and any other information contained in the Application which will monitor the effects of the proposed mining operation on...'. The version 'Ver: 1.1.7' is shown in the bottom left.

To add information in this section, click the down arrow and choose an approved lab by double clicking on the lab name. Click the **ADD** button and type the person(s) name signing the DMRs in the box provided. To add additional persons follow the same procedure. If an attachment is needed follow the procedure previously described.

SECTION 5.11...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.12...Adding the information in this section requires the same actions as previously described in Section 5.7.

SECTION 5.13...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.14...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 5.15...Adding the information in this section requires the same actions as previously described in Section 5.7.

SECTION 5.16...Adding the information in this section requires the same actions as previously described for adding attachments.

VI PHC/HRP

SECTION 6.1...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 6.2...Adding the information in this section requires the same actions as previously described for adding attachments.

VII LAND USE

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view of the project structure, including folders for 'Appl 9999999 - P1', 'Appl 9999999 - E1', and various sections from 'I GENERAL INFORMATION' to 'XV TOXIC MATERIALS AND WASTE'. The 'VII LAND USE' folder is expanded, showing sub-sections '7.1 PRE-MINING LAND USE' through '7.8 PUBLIC PARKS, CL'. The main window displays the '7.1 PRE-MINING LAND USE' section. At the top of this section are buttons for 'Add', 'Delete', 'Details', 'Cancel', and 'Save'. Below these is a table with three columns: 'Action', 'Land Use', and 'Acreage'. The 'Action' column has a dropdown arrow, and the 'Land Use' column has a dropdown menu. The 'Acreage' column is empty. At the bottom of the window, there are buttons for 'Exit', 'Attachments', and 'Report', along with the version number 'Ver: 1.1.7'. A text box at the bottom right contains the instruction: 'Utilize the following codes to describe the current land use(s) and the acreage associated with each land use:'.

Action	Land Use	Acreage

To add information in this section, click the **ADD** button, click inside the Action box or the Land Use box, click the down arrow in the appropriate section and choose the item from the drop down menu. The acreage can be typed into the Acreage box.

SECTION 7.2...Adding the information in this section requires the same actions as previously described for adding attachments.

VIII FISH AND WILDLIFE

SECTION 8.1...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.2...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 8.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.5...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 8.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

IX SOILS AND REVEGETATION

SECTION 9.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 9.2...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 9.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 9.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

X OPERATIONS PLAN

SECTION 10.1...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 10.2...Adding the information in this section requires the same actions as previously described for adding attachments.

DMLR Standalone

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10.3 FACILITIES TO BE CONSTRUCTED/UTILIZED

Add Delete Details Cancel Save

Action	Type of Facility/Structure	Id Number(s)
	SEDIMENT BASIN	
▶	ACCESS ROAD	

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.7

Indicate the Action (A = add, C = change, D = delete), code(s), types and identification numbers of all facilities to be constructed/utilized by the proposed operation. Provide a narrative that explains the construction, modification, use, maintenance, and removal of all facilities to be constructed/utilized by the proposed operation.

To add information in this section, click the ADD button, click inside the Action box or the Type of Facility/Structure box, click the down arrow in the appropriate section and choose the item from the drop down menu. The acreage can be typed into the Id Number(s) box.

Adding the attachments in this section requires the same actions as previously described for adding attachments.

SECTION 10.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 10.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 10.6...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 10.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 10.8...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XI DRAINAGE CONTROL

SECTION 11.1...Adding the information in this section requires the same actions as previously described for adding attachments.

DMLR Standalone

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11.2 INTERMITTENT/PERENNIAL STREAM DIVERSIONS

Add Delete Details Cancel Save

Action	Dmlr Id	Company Id	Location	Type	Perm
A				CULVERT	

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path
-------------	----------------

Exit Attachments Ver: 1.1.7 Report

Indicate the Action (A = add, C = change, D = delete), diversion ID, description, type and whether permanent for the diversions proposed. If any stream channel diversions will be constructed within the proposed permit area, describe the anticipated construction and whether the diversion is temporary or permanent. Provide the identification number of each stream.

To add information in this section, click the ADD button, click inside the Action box or the Type box, click the down arrow in the appropriate section and choose the item from the drop down menu. The information required can be typed into the Company Id, Location and Perm boxes. Adding attachments in this section requires the same actions as previously described for adding attachments.

SECTION 11.3...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 11.1...Adding the information in this section requires the same actions as previously described for adding attachments.

XII SEDIMENT CONTROL

SECTION 12.1...Adding the information in this section requires the same actions as previously described for adding attachments.

12.2 PROPOSED SEDIMENT STRUCTURES

Add Delete Details Cancel Save

Action	Dmlr Id	Company Id	Description	Type	Perm	Vol, 20	Height, 20	Location

Add Delete Details Cancel Save

Attachments (1)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.8

Indicate the Action (A = add, C = change, D = delete), structure ID's, description, type, if permanent, volume, height and location (I = in the stream; O = outside the stream) of the structures proposed. Identify the sediment and drainage basins, impoundments, and channels which will be utilized by the proposed operation. Include a Proposed Sediment

To add a proposed sediment structure click the ADD button. Click inside the Action box, click the drop down arrow for the action menu. The information Company ID and Description boxes can be typed inside these boxes. Click inside the Type box and a drop down menu will appear, choose the appropriate type of structure by double clicking the gray box to the right of the type of structure.

Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 12.3 ...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 12.5 ...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.6 ...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 12.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XIII BACKFILLING/GRADING

SECTION 13.1 ...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 13.2 ...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

XIV EXCESS MATERIALS DISPOSAL

DMLR Standalone

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14.1 EXCESS MATERIAL DISPOSAL

Add Delete Details Cancel Save

Action	Dmlr Id	Company Id	Description	Type	Perm
				HEAD OF HOLLOW	

Add Delete Details Cancel Save

Attachments (1)

Description	File Name/Path
Disposal Details	C:\EPPermits\99999\Excess Spoil Disposal.doc

Exit Attachments Report

Ver. 1.1.8

Indicate the Action (A = add, C = change, D = delete), structure ID, description, type and whether permanent for any excess spoil disposal structures proposed for use in the permit area. If any of the disposal structures are permanent, indicate "Y" for Yes. Also indicate the structure type, material to be deposited and time of deposit to be constructed.

To add information in this section, click the **ADD** button, a Excess Material Disposal details screen will appear (see following page). Instructions for this information is included on the following page.

If information need to be changed click on the arrow to the right of the information to be changed and click the details button for the details screen.

Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

To add information in the details screen, click the drop down arrow for the Add, Delete, Change or No Change. The DMLR Id is given to an approved structure. The Company Id box can be added by typing information directly into the box. A brief description can be added by typing directly into the Description box. The type can be added by clicking the down arrow in the Type box and clicking on the appropriate type of facility. The Perm box will except a Y or N indicating whether the fill is permanent or not. The Size box can be typed directly into, the information should be listed as follows: 100000 for yardage under one million and 1.5, etc. for yardage of one million and above.

Under the Material and Drain sections click the **ADD** button, click inside the appropriate box, a click the down arrow and choose the appropriate material and drain by double clicking in the box to the right of the item chosen.

SECTION 14.2...Adding the information under the Attachments section requires the same actions as previously described for adding attachments.

SECTION 14.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.4...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.5...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.6...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 14.7...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box. Also, the appropriate frequency needs to be added (e.g. quarterly)

XV TOXIC MATERIALS AND NON-COAL WASTE HANDLING

SECTION 15.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 15.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XVI BLASTING

SECTION 16.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 16.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 16.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Abandon and Active boxes.

SECTION 16.4...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.5...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.6...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.7...Adding the information in this section requires the same actions as previously described for adding attachments.

SECTION 16.8...Adding the information in this section requires the same actions as previously described for adding attachments.

XVII TRANSPORTATION PLAN

The screenshot shows the 'DMLR Standalone' application window. On the left is a tree view of project sections, with 'XVII TRANSPORTATION PLAN' selected. The main area displays '17.1 TRANSPORTATION FACILITIES PLAN'. It includes a table with columns: Action, Dmlr Id, Company Id, Type, Location, and Perm. The first row contains: A, , HAULROAD 1, PRIMARY ROAD, CLEAR CREEK, Y. Below the table are buttons for Add, Delete, Details, Cancel, and Save. At the bottom, there is an 'Attachments (0)' section with a table for Description and File Name/Path. A status bar at the bottom provides instructions on how to use the software.

Action	Dmlr Id	Company Id	Type	Location	Perm
A		HAULROAD 1	PRIMARY ROAD	CLEAR CREEK	Y

Description	File Name/Path
-------------	----------------

Indicate the Action (A = add, C = change, D = delete), ID, description, type and whether permanent for transportation facilities. Describe the transportation plan for the proposed permit area including appropriate maps, profiles, cross-sections, and specifications for each road width, gradient, surface, cut, fill, embankment, culvert, bridges, drainage ditch, and drainage.

To add information in this section, click the **ADD** button. Click inside the action box and choose the Add code. **Note:** choose the Type next. To choose the type, click inside the Type box, click the down arrow and choose the structure by clicking on the box to the right of the appropriate structure. To add information in the Company Id and Location box, type the information directly into the box (the number of characters are limited in these boxes). Type the appropriate Y or N directly into the Perm box.

SECTION 17.2...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 17.3...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

SECTION 17.4...Adding the information in this section requires the same actions as previously described for adding attachments.

XVIII UNDERGROUND CONTROL PLAN

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XIX BONDING

SECTION 19.1...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a P or C in the box for type of bond.

XX SPECIAL CATEGORIES

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments, with the exception of placing a Y or N in the Y/N box.

XXI VERIFICATIONS/CERTIFICATIONS

This entire section is answered by...Adding the information in this section requires the same actions as previously described for adding attachments.

HOW TO SAVE INFORMATION

Open a previous section in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

APPLICATION 01

The screenshot shows the 'DMLR Standalone' application window. The title bar includes standard window controls. Below the title bar is a navigation bar with icons and labels for 'Back', 'Forward', 'Prev', 'Next', and 'Up'. On the left is a tree view showing a hierarchy: 'Appl 9999999 - P1', 'Appl 9999999 - E1', 'Appl 9999999 - O1', and under 'O1', '1 OPERATOR INFORMATION'. The '1.1 PERMIT NUMBER' item is selected and highlighted. The main area on the right displays '1.1 PERMIT NUMBER' above a single-line text input field. At the bottom left are buttons for 'Exit', 'Attachments', and 'Report', with 'Ver: 1.1.8' below the 'Exit' button. At the bottom right is a text box with the instruction: 'Identify the existing Permit Number (if for a new permit application, please leave blank).'

No information will be added to this page. If the permit is existing a Permit Number will be in the box on this screen.

EP DMLR Standalone

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- Appl 9999999 - P1
- Appl 9999999 - E1
- Appl 9999999 - O1
- OPERATOR INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 APPLICATION NUMBER**
 - 1.3 MSHA IDENTIFICATION
 - 1.4 TYPE OF APPLICATION
 - 1.5 OPERATOR/COMPANY
 - 1.6 RESIDENT AGENT INFORMATION
 - 1.7 LEGAL STRUCTURE OF COMPANY
 - 1.8 OWNERSHIP/CONTROL
 - 1.9 PREVIOUSLY ISSUED PERMITS
 - 1.10 VIOLATION INFORMATION
 - 1.11 ATTACH APPROPRIATE DOCUMENTS

1.2 APPLICATION NUMBER

Project # - Not for DMLR use.

Exit Attachments Report

Ver: 1.1.8

The area inspector will obtain this number from the Division of Mined Land Reclamation (DMLR) office in Big Stone Gap from the applicable Permit Review Inspector.

The application number given in the data download will appear in the gray box. The company/consultant project number (if any) can be typed into the box titled Project #-Not for DMLR use.

DMLR Standalone

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- Appl 9999999 - P1
- Appl 9999999 - E1
- Appl 9999999 - O1
- 1 OPERATOR INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 APPLICATION NUMBE
 - 1.3 MSHA IDENTIFICATIO
 - 1.4 TYPE OF APPLICATIO
 - 1.5 OPERATOR/COMPAN
 - 1.6 RESIDENT AGENT INI
 - 1.7 LEGAL STRUCTURE C
 - 1.8 OWNERSHIP/CONTR
 - 1.9 PREVIOUSLY ISSUED
 - 1.10 VIOLATION INFORM
 - 1.11 ATTACH APPROPRI

1.3 MSHA IDENTIFICATION NUMBER

Exit Attachments Report

Ver: 1.1.8

Identify the existing MSHA identification number (If for a new permit, please leave blank).

Type the MSHA Identification Number directly into the box provided.

EP DMLR Standalone

Back Forward Prev Next Up

- Appl 9999999 - P1
- Appl 9999999 - E1
- Appl 9999999 - O1
- [-] I OPERATOR INFORMATION
 - 1.1 PERMIT NUMBER
 - 1.2 APPLICATION NUMBE
 - 1.3 MSHA IDENTIFICATIO
 - 1.4 TYPE OF APPLICATION**
 - 1.5 OPERATOR/COMPAN
 - 1.6 RESIDENT AGENT INI
 - 1.7 LEGAL STRUCTURE C
 - 1.8 OWNERSHIP/CONTR
 - 1.9 PREVIOUSLY ISSUED
 - 1.10 VIOLATION INFORM
 - 1.11 ATTACH APPROPRI

1.4 TYPE OF APPLICATION

Description:

Exit Attachments Report

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Use the applicable codes to identify type of application:

Code	Application Type	Code	Application Type
N	Add new operator	M	Modify existing operator's

Double click in the upper box under this section. This will provide a drop down menu to choose the type of application desired. (See next page)

Under DESCRIPTION type directly into the box a brief description of the application being submitted.

DMLR Standalone

Back Forward Prev Next Up

Appl 9999999 - P1
 Appl 9999999 - E1
 Appl 9999999 - O1
 I OPERATOR INFORMATION
 1.1 PERMIT NUMBER
 1.2 APPLICATION NUMBE
 1.3 MSHA IDENTIFICATIO
 1.4 TYPE OF APPLICATIO
 1.5 OPERATOR/COMPAN
 1.6 RESIDENT AGENT INI
 1.7 LEGAL STRUCTURE C
 1.8 OWNERSHIP/CONTR
 1.9 PREVIOUSLY ISSUED
 1.10 VIOLATION INFORM
 1.11 ATTACH APPROPRI

1.4 TYPE OF APPLICATION

CL	Cleanup
M	Modify Existing Operator
N	Add New Operator
R	Remove Operator
A	Update Address Information

De: []

Use the applicable codes to identify type of application:

Code	Application Type	Code	Application Type
N	Add new operator	M	Modify existing operator's

Exit Attachments Report

Ver: 1.1.8

Double click the in the area (as indicated by the yellow arrow) for the appropriate type of application and the information will be added to the box.

EP DMLR Standalone

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 Appl 9999999 - E1
 Appl 9999999 - O1
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 1.4 TYPE OF APPLICATIO
 1.5 OPERATOR/COMPAN
 1.6 RESIDENT AGENT INI
 1.7 LEGAL STRUCTURE C
 1.8 OWNERSHIP/CONTR
 1.9 PREVIOUSLY ISSUED
 1.10 VIOLATION INFORMA
 1.11 ATTACH APPROPRIA

1.5 OPERATOR COMPANY INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

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List the operator/company name, mailing address, phone number, employer identification number, social security number (optional), DMLR code, AVS entity number, fax number, email address and the preferred order of contact.

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

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 - 1.4 TYPE OF APPLICATIO
 - 1.5 OPERATOR/COMPAN
 - 1.6 RESIDENT AGENT INI**
 - 1.7 LEGAL STRUCTURE C
 - 1.8 OWNERSHIP/CONTR
 - 1.9 PREVIOUSLY ISSUED
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 - 1.11 ATTACH APPROPRIA

1.6 RESIDENT AGENT INFORMATION

Name

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN **DMLR Code** **AVS Entity #**

Exit **Attachments** **Report**

Ver: 1.1.8

List the Virginia resident agent name, mailing address, phone number, Resident Agent employer identification number, social security number (optional), DMLR code, AVS entity number, fax number, email address and the preferred order of contact. (The permittee assumes responsibility for email delivered to the business street address and will notify DMLR of

Enter the appropriate information requested. Under the “Preferred Order of Contact” click the down arrow to choose the preferred number order in which you would prefer to be contacted.

NOTE: The grayed boxes cannot be changed.

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1.7 LEGAL STRUCTURE OF OPERATOR

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Indicate and include documents which establish the legal structure of the operator.

- Single Proprietorship
- Partnership
- Corporation

Type the appropriate response in the box given.

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1.8 OWNERSHIP/CONTROL INFORMATION

Add Delete Details Cancel Save

Name	%	Title	Starting	Ending

Exit Attachments Report

Ver. 1.1.8

Include the name, mailing address (if P.O. Box, indicate street address), phone number, employer identification number, social security number, ownership and control relationship to applicant, location in organizational structure, percent of ownership, official title, and beginning date of ownership or affiliation. (Notes: For all officers, directors, stockholders, etc.)

To add additional information click the add button and a details screen will appear (SEE BELOW). To change information highlight the appropriate field and click the details button for the details screen.

Owner Detail

Owner Detail Information

Name Starting

Title Ending

Relation Percent

Comment

Preferred Order Of Contact

Mailing Address

Telephone No.

Fax No.

Email Address

EIN/SSN DMLR Code AVS Entity #

Attachments Save Cancel Close

Type in the appropriate information, **SAVE** and **CLOSE**. If you have an attachment to further explain this information click the **ATTACHMENT** button and an additional screen (See following page) will appear for an area to add an attachment.

Owner Attachments

Close

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

To add an attachment: Click the **ADD** button, type the brief description in the box provided. Click inside the File Name/Path box and a down arrow should appear. Click the down arrow and follow the path to where you have saved the attachment. Double click the appropriate file and the file path will be placed in the File Name/Path box.

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1.9 PREVIOUSLY ISSUED PERMITS

Add Delete Details Cancel Save

Permit Number	State	Regulatory Authority	Msha No.	Date Issued

Exit Attachments Report

Ver. 1.1.8

List all permits issued with the five (5) years preceding the date of this application for surface coal mining operations either under permit by the operator or for any permit for which the operator is or has been a contractor.

Click the **ADD** button and type the appropriate information in the box provided. To add additional lines click the **ADD** button again.

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1.10 VIOLATION INFORMATION

☐ Permit Suspended or Revoked
☐ Forfeited Bond or Security
☐ Notice of Violation
☐ Cessation Orders

Add Delete Details Cancel Save

Attachments (1)

Description	File Name/Path

Exit Attachments Report

Ver: 1.1.8

Indicate if the operator or other person(s) listed in Item 1.13:

- Had a federal or state coal mining permit suspended or revoked in the five (5) years preceding the date of this application? If yes, provide the name, permittee, permit number, date of issuance, regulatory authority suspending or revoking the permit, stated

Click in the area indicated by the yellow arrow for the appropriate yes or no response for each category. If an attachment is needed for further information attach as previously described on page 19.

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1.11 ATTACH APPROPRIATE AUTHORIZATION(S)/ VERIFICATION(S) AND CERTIFICATION(S)

Add Delete Details Cancel Save

Attachments (0)

Description	File Name/Path

Exit Attachments Report

Ver. 1.1.8

Add the required attachment as described on page 19. Note: this item should be scanned with the appropriate signature and then attach.

HOW TO SAVE INFORMATION

Open the P1 or E1 form in the application to be sure the information added in the last section is saved before exiting. Use save buttons where they are available.

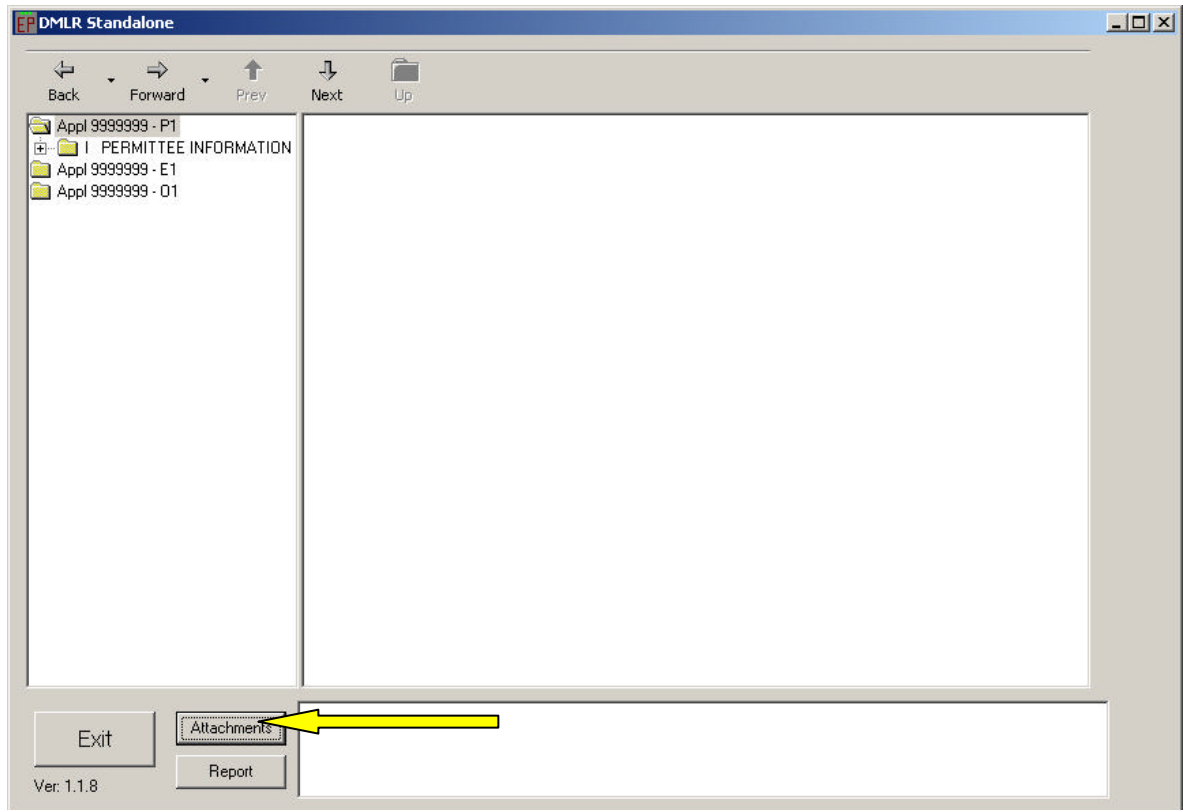
ZIPPING AND PRINTING APPLICATION

See pages 73-77 for instructions on zipping and printing the application.

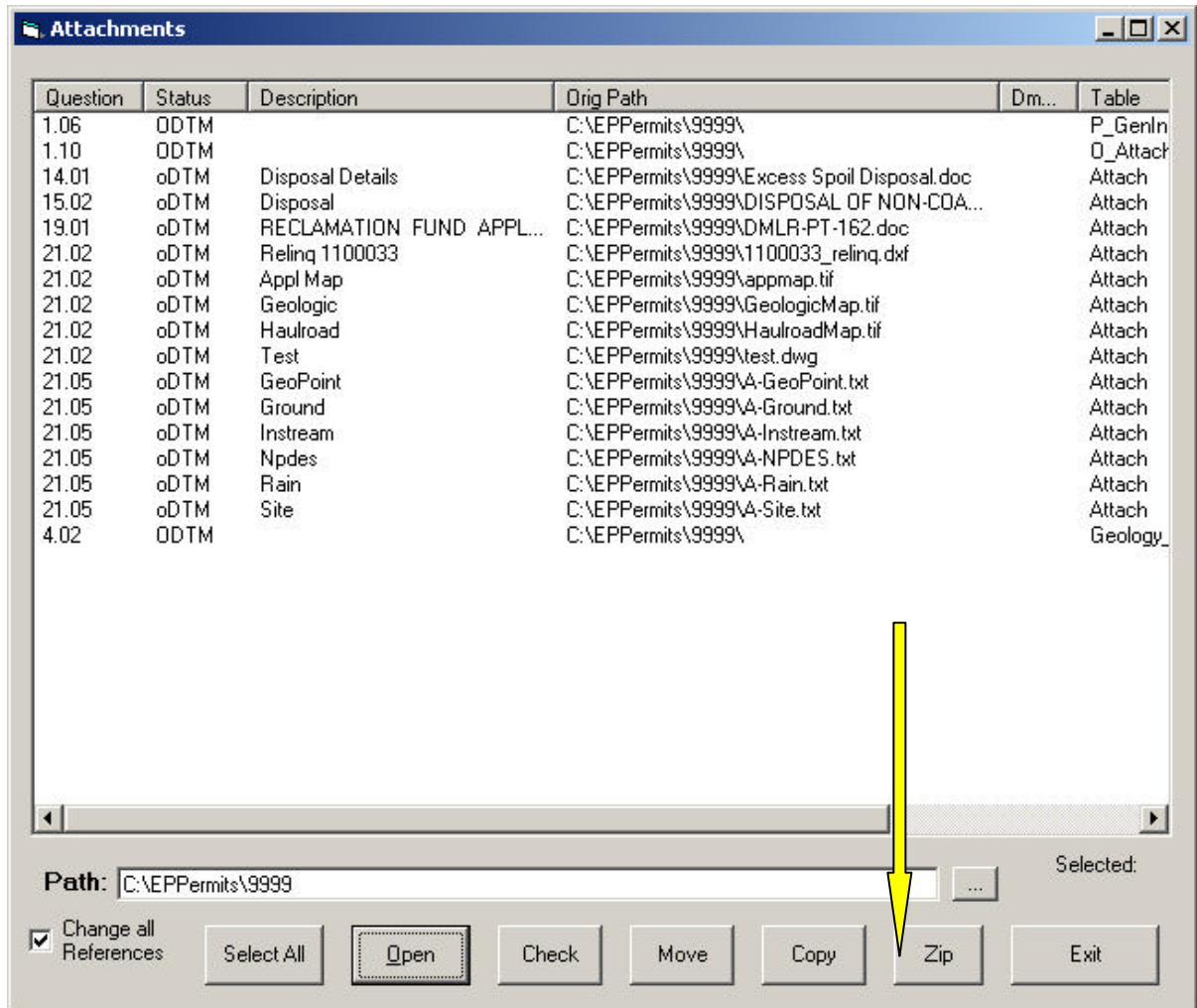
ZIPPING THE PROGRAM

Once all the information is added and the application is ready to be submitted to DMLR for review, the following steps need to be taken.

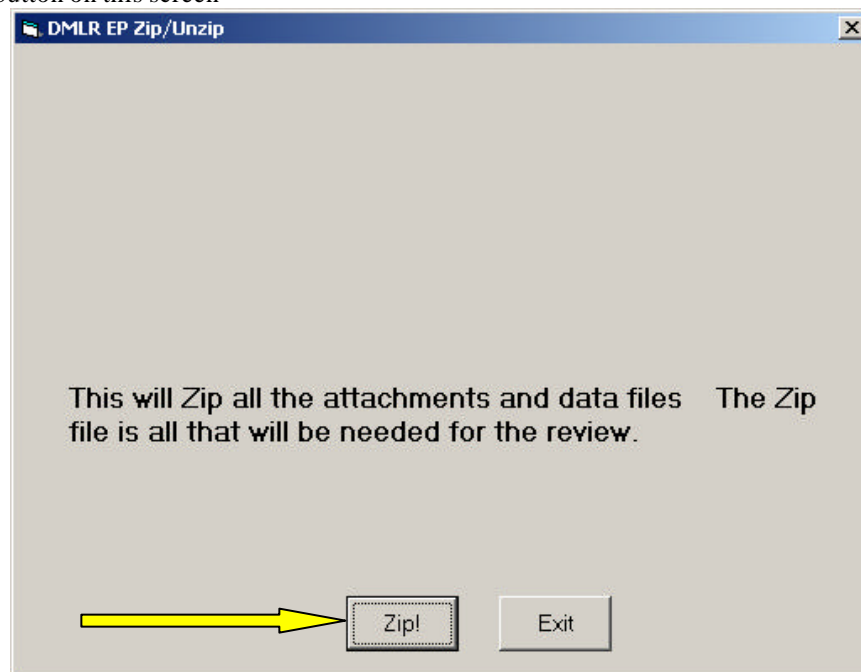
- 1) Click the **ATTACHMENTS** button on the bottom left of the screen



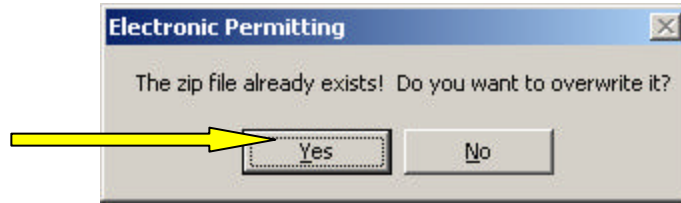
- 2) When the Attachments screen opens go to the bottom of the screen and click the **ZIP** button, the following screen will appear.



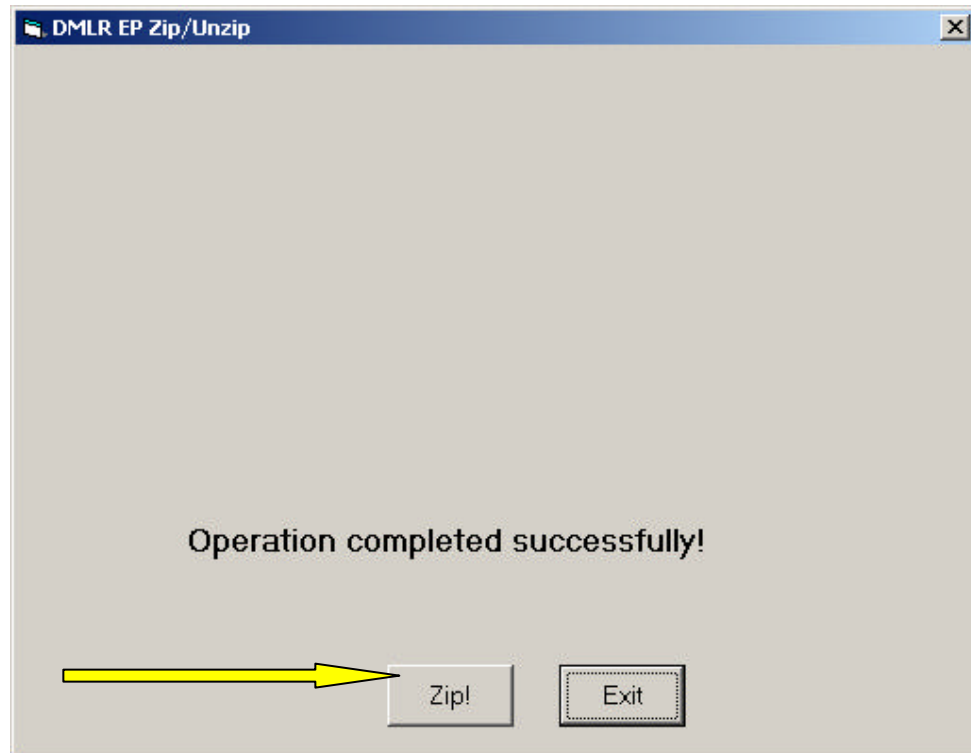
- 3) Click the **ZIP** button on this screen



- 4) If the question appears “The zip file already exists. Do you want to overwrite it?” answering Yes will overwrite the file you unzipped to begin working in this program. Yes would be the appropriate answer.



- 5) The program will then begin zipping all the information including the attachments into the program.
- 6) When the message appears **OPERATION COMPLETED SUCCESSFULLY** click the **EXIT** button.

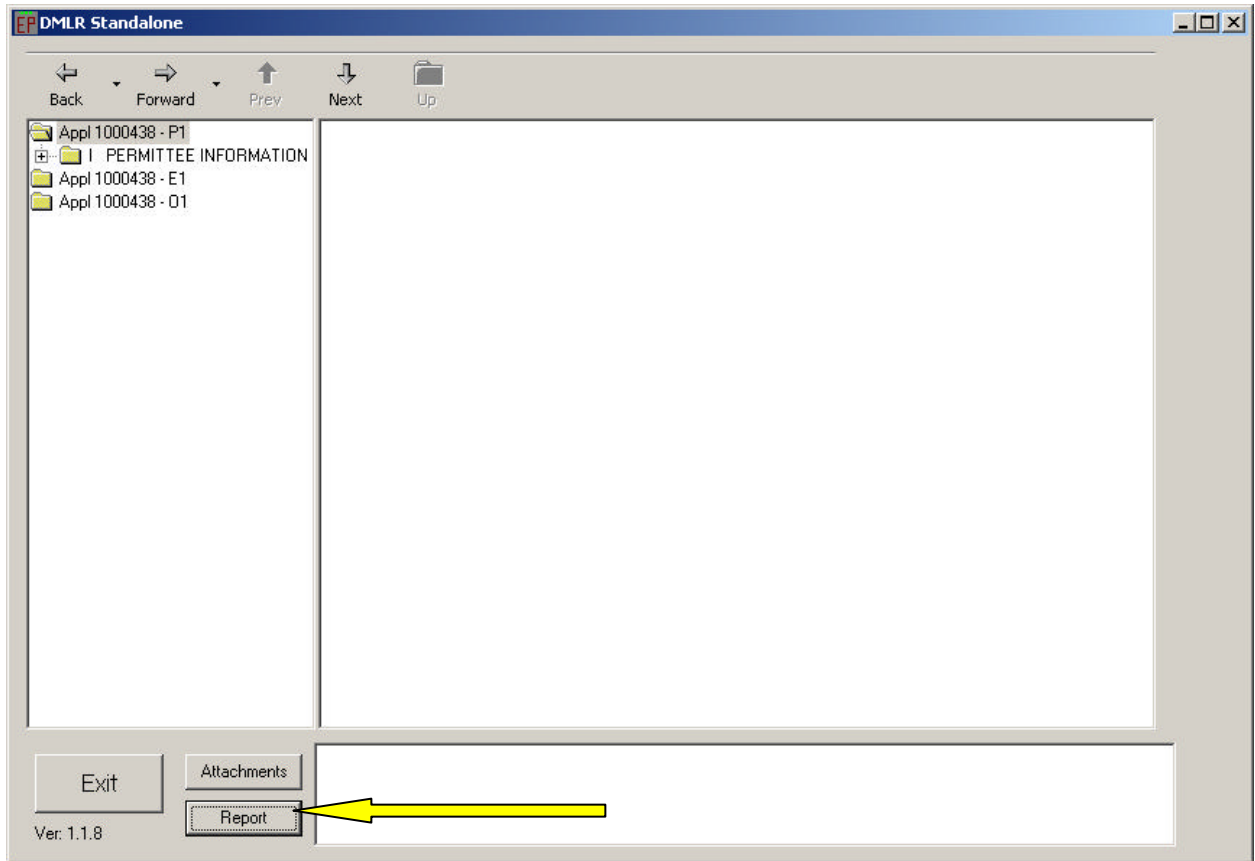


- 7) Once this step is completed, copy the zipped file to a CD rom, floppy disk, superdisc or to an FTP site for submittal of the electronic application to DMLR.

PRINTING

To print the electronic application complete the following steps:

- 1) Click the **REPORT** button on the bottom left of the screen.



- 2) The following screen will appear. Click in the box to the left of the section to be printed or click the **SELECT ALL** button to select all sections.
- The **PREVIEW** button can be used to preview the application section chosen prior to printing and the printer icon on the top left of the preview screen to print.
 - The **PRINT** button can be used to print the application section chose without previewing the application.

Report ID	Title	Date Last Ran	Version
<input checked="" type="checkbox"/> CR_E1_01	Section I - General and Technical Information	6/24/02 12:00:00	E1
<input type="checkbox"/> CR_E1_02	Section II - Administrative Information	6/24/02 12:00:00	E1
<input type="checkbox"/> CR_E1_03	Section III - Site Information	1/14/00 12:00:00	E1
<input type="checkbox"/> CR_E1_04	Section IV - Geology	2/10/00 12:00:00	E1
<input type="checkbox"/> CR_E1_05	Section V - Hydrology	2/10/00 12:00:00	E1
<input type="checkbox"/> CR_E1_06	Section VI - PHC / HRP	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_07	Section VII - Land Use	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_08	Section VIII - Fish and Wildlife	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_09	Section IX - Soils and Revegetation	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_10	Section X - Operations Plan	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_11	Section XI - Drainage Control	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_12	Section XII - Sediment Control	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_13	Section XIII - Backfilling / Grading	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_14	Section XIV - Excess Materials Disposal	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_15	Section XV - Toxic Materials and Non-Coal Waste Ha	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_16	Section XVI - Blasting	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_17	Section XVII - Transportation Facilities Plan	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_18	Section XVIII - Underground Control Plan	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_19	Section XIX - Bonding	6/24/02 12:00:00	E1
<input type="checkbox"/> CR_E1_20	Section XX - Special Categories	1/13/00 12:00:00	E1
<input type="checkbox"/> CR_E1_21	Section XXI - Verifications / Certifications	6/24/02 12:00:00	E1

☒ Print Preview

- 3) When printing is completed click on the close button to close this screen.

NOTE: Printing from the screen shown above does not print attachments. The attachments will need to be printed separately and inserted in the paper copy of the application needing to be printed.